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# Tutor Tools
## User Guide

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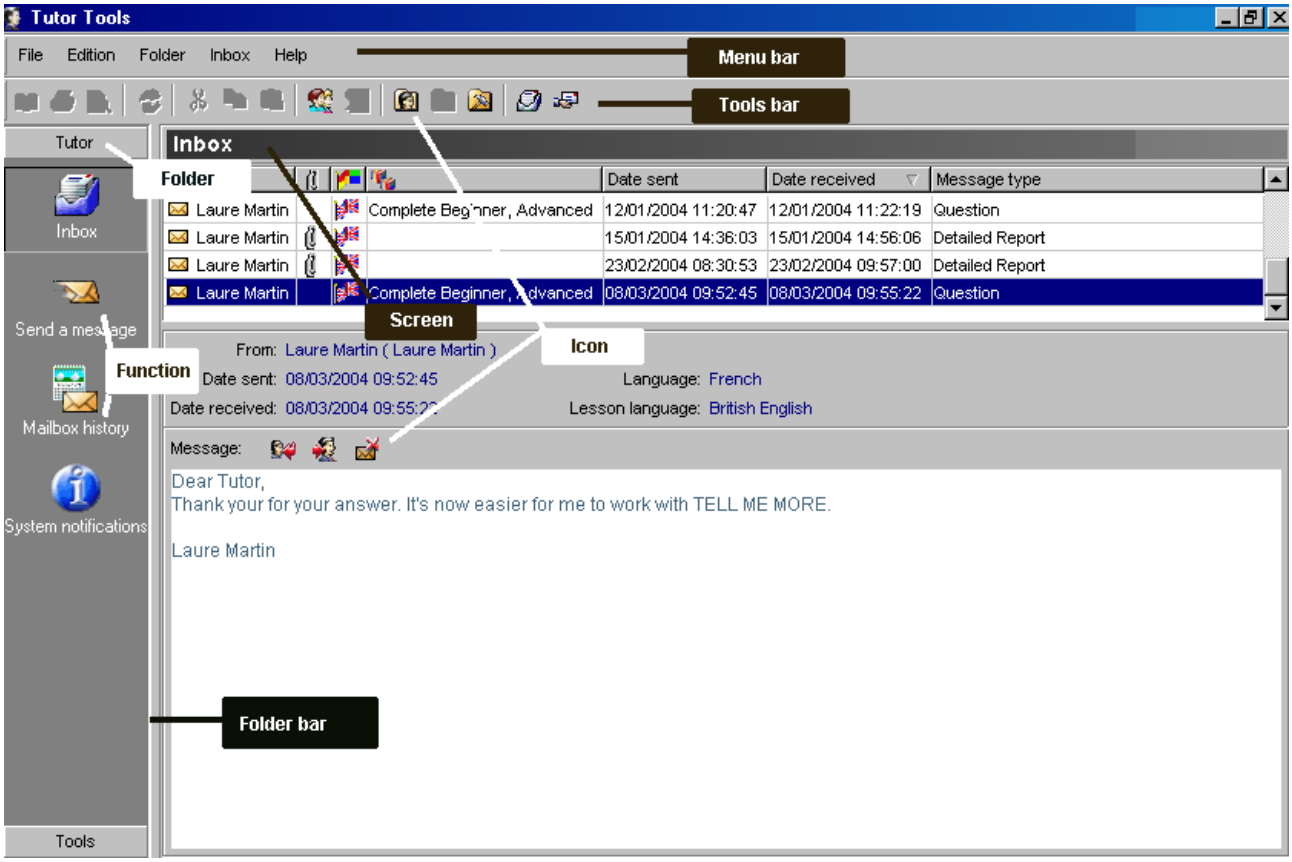
# Introduction

**Tutor Tools** enables Tutors to:
- communicate with students (answer their questions, send Learning Paths, results, files, etc.);
- analyse students' work;
- create standard messages (answers to recurrent questions);
- create Learning Paths (personalised language-learning programmes in **TELL ME MORE®**);
- modify each student's **TELL ME MORE®** user options;
- print the linguistic and pedagogical content of **TELL ME MORE®**;
- be aware of system notifications (allocation of new students etc.).

## Reading the manual

### How the Tutor Tools program is organised




## Help

A variety of documents in *.pdf format can be displayed through the Help menu, in order to facilitate your work with **TutorTools**:
- the Tutor Tools application User Guide;
- the Pedagogical Handbook;
- the **Pedagogical content** of **TELL ME MORE® e-Learning solutions**.

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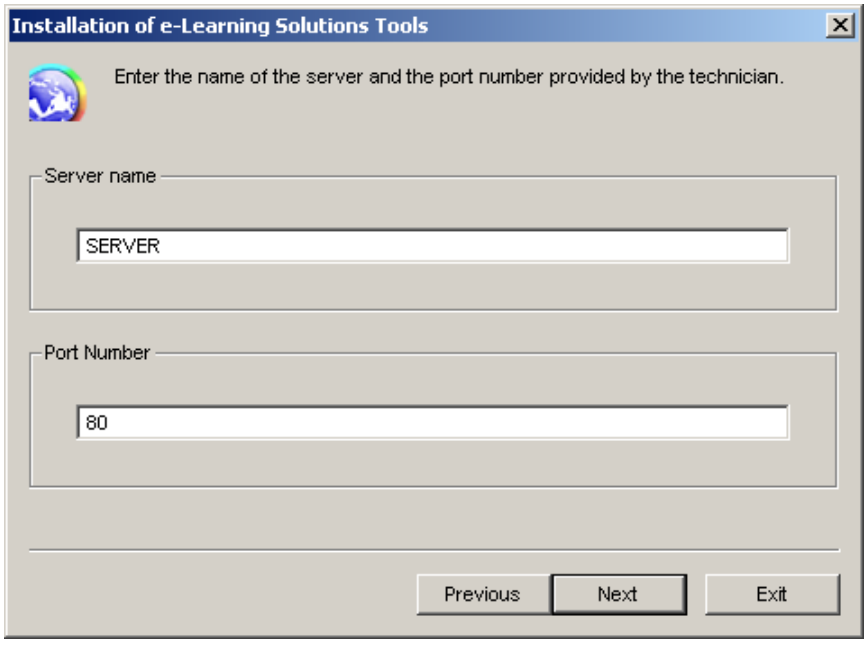
# To install a client/server Tutor workstation

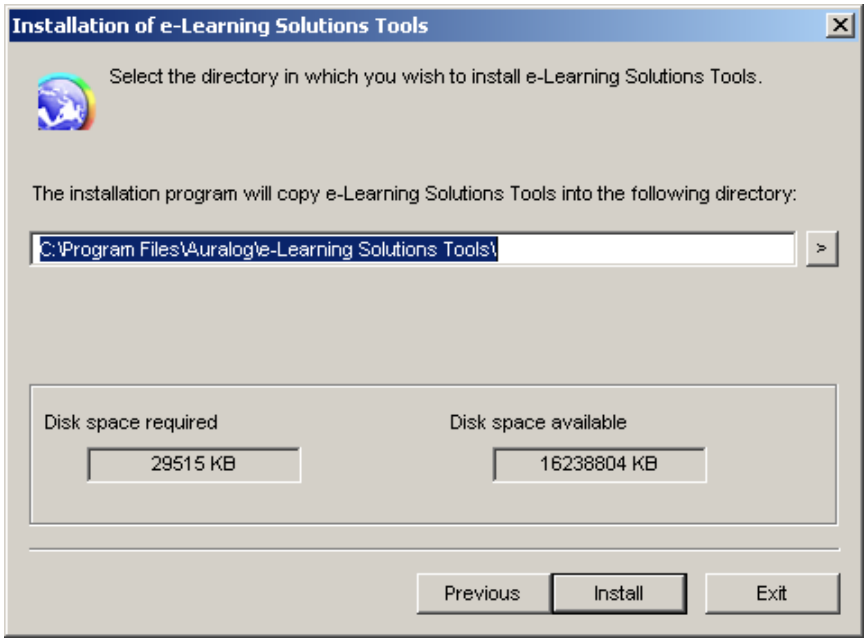
If you are a TELL ME MORE® e-Learning solutions Tutor hosted on a distant server, you must install Tutor Tools. If you are not a client/server Tutor, go directly to the **To run Tutor Tools** section.

## 1 - Installation of the client/server workstation

1. Double-click on the executable **e-LearningSolutionsTools.exe**. Wait for the files to be installed. After a few seconds, the installation begins automatically.
2. Select the interface language, then click on **Next**.




3. Enter the server name and port number provided by the TELL ME MORE e-Learning solutions technician, then click on **Next**.

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4. Confirm or modify the directory in which the application(s) is/are to be stored. Also check that enough disk space is available, then click on **Install**.

## 2 – Program group presentation

A program group called **e-Learning Solutions Tools** has been installed on your computer. It contains :

| | |
|---|---|
| **General documentation** | Tutor Tools – User Manual |
| **Pedagogical documentation** | Pedagogical content*<br>Pedagogical Handbook |
| **Lesson Copier** | |
| **Tutor Tools** | |
| **Uninstall** | |

* a PDF file for each lesson language

## 3 – Lesson Copier

Go to the **Lesson Copier** section in **To install and use a Distant Tutor Workstation**.

## 4 – To run Tutor Tools

Go to the **To run Tutor Tools** section of the **Discover Tutor Tools** chapter.

# To install the distant Tutor workstation

If you are a distant Tutor for TELL ME MORE® e-Learning solutions, you must install the different applications on your workstation by following the procedure outlined below.
If you are not a distant Tutor, go directly to the **To run Tutor Tools** section.

## Information to be given to the administrator

You should send your **personal e-mail address** (which must be different from the dedicated e-mail address for your Tutor account) to the administrator. This will allow your TELL ME MORE® user account to be created in **Admin Tools** and a notification of the creation of your Tutor account to be sent to you. If your Tutor and TELL ME MORE® user accounts are not created before the installation of TELL ME MORE® and Tutor Tools, you will not be able to access them.

# To install and use a Distant Tutor Workstation

## 1 – Installation of the Distant Tutor workstation

1. Insert the installation CD-ROM into the CD-ROM drive.
   After a few moments, the installation will begin automatically. If this is not the case, then double-click on **Setup.exe**, which can be found in the **AurInst** sub-directory of the CD-ROM.

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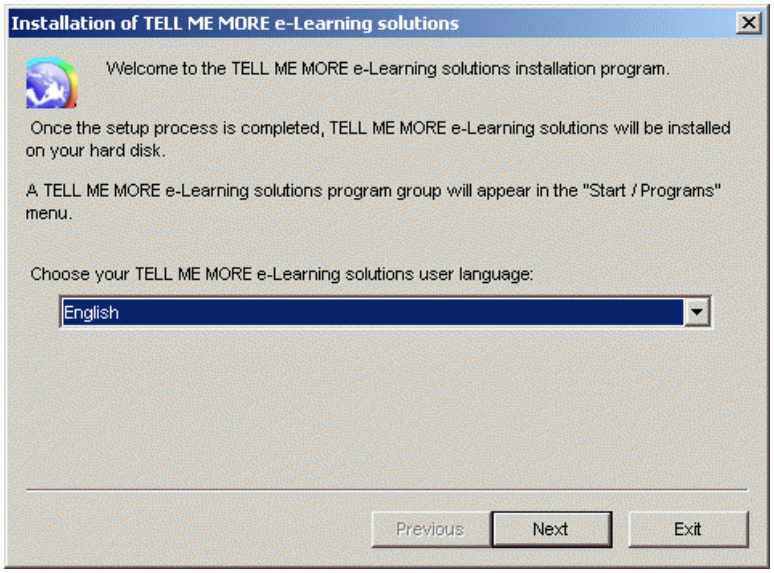
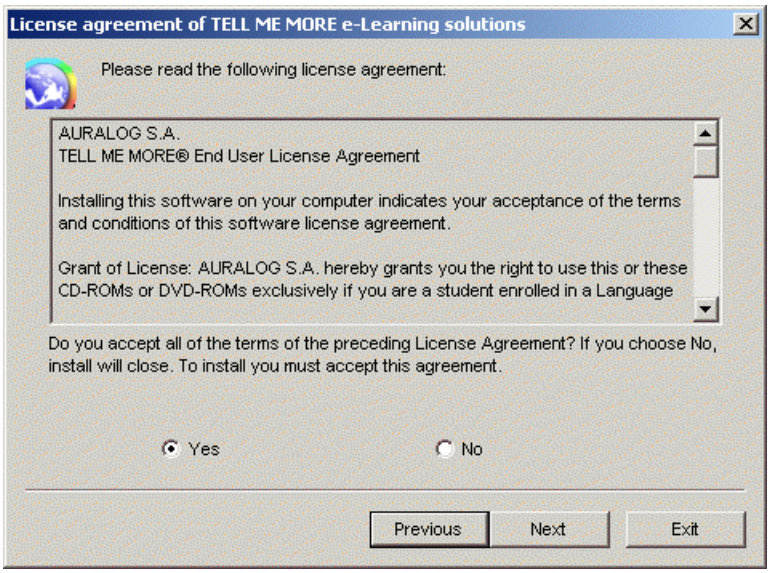

Installation of TELL ME MORE e-Learning solutions
Welcome to the TELL ME MORE e-Learning solutions installation program.
Once the setup process is completed, TELL ME MORE e-Learning solutions will be installed on your hard disk.
A TELL ME MORE e-Learning solutions program group will appear in the "Start / Programs" menu.
Choose your TELL ME MORE e-Learning solutions user language:
English
Previous
Next
Exit

2. Select your interface language, then click on **Next.**


License agreement of TELL ME MORE e-Learning solutions
Please read the following license agreement:
AURALOG S.A.
TELL ME MORE® End User License Agreement
Installing this software on your computer indicates your acceptance of the terms and conditions of this software license agreement.
Grant of License: AURALOG S.A. hereby grants you the right to use this or these CD-ROMs or DVD-ROMs exclusively if you are a student enrolled in a Language
Do you accept all of the terms of the preceding License Agreement? If you choose No, install will close. To install you must accept this agreement.
Yes
No
Previous
Next
Exit

3. Take note of the license agreement. Click on **Yes** to accept the terms of the contract and to continue with the installation, then click on **Next**.

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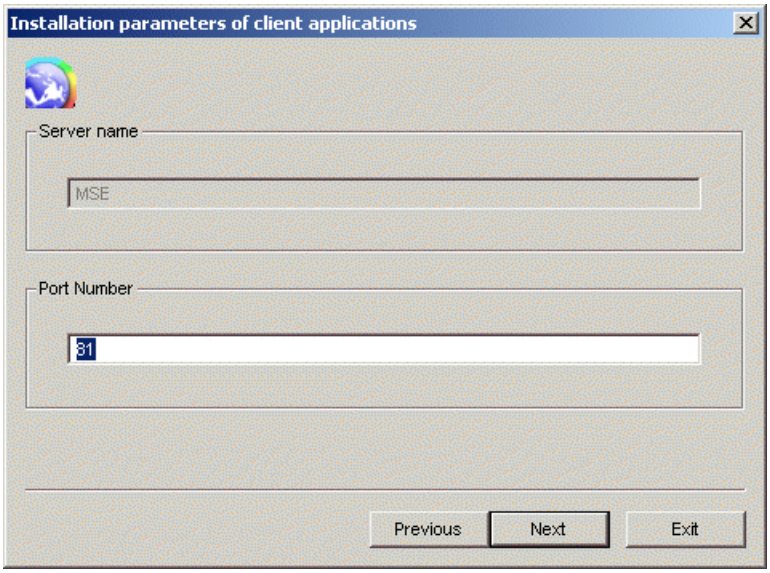
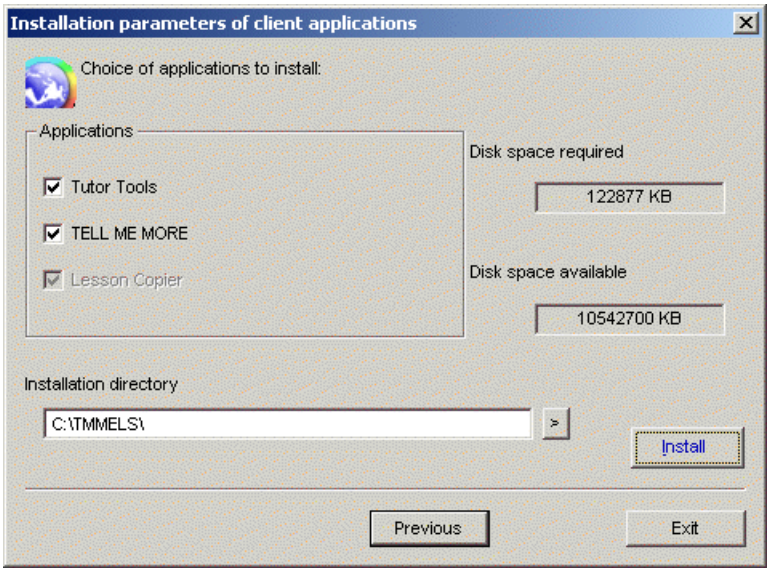



4. Confirm the port number. This can be modified if necessary.
5. Click on **Next**.




6. Select the application(s) to be installed.
   ***Note:***
   *If Tutor Tools and/or TELL ME MORE are selected, the Lesson Copier application is also installed.*
7. Confirm or modify the installation directory for the application(s). Make sure that enough disk space is available for the installation and then click on **Next**. Different screens will inform you of the installation of each of the applications.

A message will inform you that you can restart your computer to update the installation. If you do not wish to restart your computer, click on **No**. You can always do this later by clicking on the **Start** button, selecting **Shutdown** and then **Restart**.

## 2 - Presentation of the program group

The installation creates a program group called **TELL ME MORE e-Learning solutions** on your computer. In this, you can find:

| | |
|---|---|
| **Applications** | Lesson Copier |

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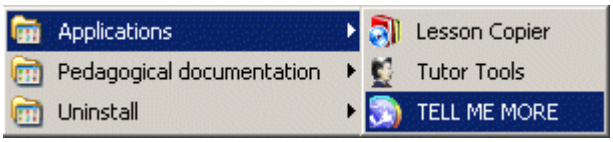
| | |
|---|---|
| | Tutor Tools<br>TELL ME MORE* |
| **Uninstall** | Lesson Copier<br>Server applications<br>Tutor Tools<br>TELL ME MORE* |
| **General documentation** | Tutor Tools – User Guide |
| **Pedagogical documentation** | Pedagogical content**<br>Pedagogical Handbook |

* if selected at installation
** one file in .pdf format per lesson language




## 3 – Lesson Copier

Before copying the TELL ME MORE® lessons, check that there is enough disk space available on your computer. To know the size of the TELL ME MORE® lessons, you should refer to the following table. The sizes given here are approximate; they may vary according to the disk used.

| **Language** | **Number of lesson CD-ROMs** | **Size** |
|---|---|---|
| British English | 9 | 2.4 GB |
| French | 9 | 1.8 GB |
| German | 9 | 1.8 GB |
| Spanish | 9 | 1.8 GB |
| Italian | 5 | 1.2 GB |
| American English | 6 | 1.2 GB |
| Dutch | 2 | 1 GB |

To copy TELL ME MORE® lessons, proceed as follows:

1. Go to the menu **Start\(All) Programs\TELL ME MORE e-Learning solutions**
2. Select **Applications\Lesson Copier**.

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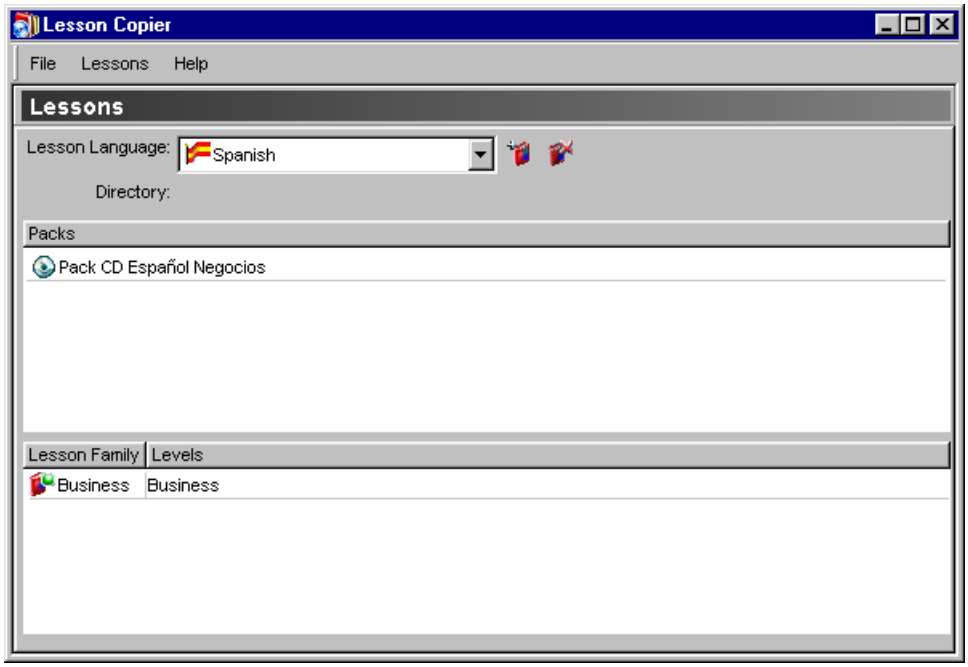
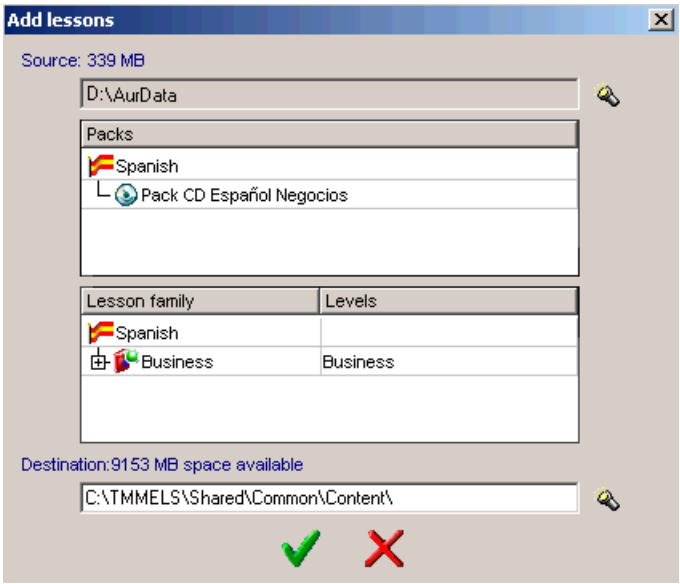



3. Click on the icon **Add a lesson** .




1. Click on **Directory** to select the source directory, entitled **Aurdata** (on the CD-ROM), in which you will find the lessons that you wish to copy.
   ***Note:***
   *The space in MB necessary to copy the directory source is approximate; it may vary according to the partition type of the hard disk on which you add the lessons.*
2. Select the directory in which you wish to copy the lessons. By default, Lesson Copier proposes the following local directory: C:\TMMELS\ …
   ***Note:***
   *All the lessons relating to a particular language must be copied into the same directory.*

## 4 – To start the Tutor Tools application

***Note:***

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*If using Windows® 95 or 98 with a dial-up modem, you must connect to the Internet before starting Tutor Tools. Note that you can then disconnect, but you should reconnect when you want to check for new messages.*

### Using Tutor Tools for the first time

1. Open your personal e-mail account, then click on the message sent by the Training Service, entitled '**Tutor Tools**: creation of your account'.
2. Double-click on the file attached to the message (extension .ak7) to open it and create your Tutor account. The Tutor Tools identification screen will appear.
3. If several distant Tutors work on the same computer, select your user name from the list.
4. If a password was provided in the message sent by the Training Service, type it in.
5. Confirm by clicking on the green tick.
   **Tutor Tools** will open.

### Important information if you are a distant Tutor for several e-Learning solutions

- Double-click on the file attached to the Training Service message to create your Tutor account.
- The connection parameters of your Tutor accounts are defined when you double-click on the first account creation file (.ak7). These parameters are then valid for your Tutor accounts for other distant training solutions. Only the first Training Service can reconfigure your connection parameters.

### Starting the Tutor Tools application

To start the application, either click on the Tutor Tools shortcut on your desktop or:

1. Go to the menu **Start\(All) Programs\TELL ME MORE e-Learning solutions**
2. Select **Applications\Tutor Tools**.
   The **Tutor Tools** identification screen will appear.
3. If several distant Tutors work on the same computer, select your user name from the list.
4. Use the password provided in the message sent by the Training Service.
   **Tutor Tools** will open.

## 5 – To start TELL ME MORE®

### Using TELL ME MORE® for the first time

***Note:***
*Ensure initially that:*
*- the administrator has created your student account so that you can use TELL ME MORE®.*
*- you have access to the lessons, either by inserting the lesson CD-ROM, or having copied them beforehand onto your hard disk.*

1. Open your personal e-mail inbox, then click on the message sent by the Training Service entitled 'Your language training with TELL ME MORE®: account details'.
2. Double-click on the attached file (*.am7) to open it. A message confirms that your account has been created and TELL ME MORE® opens.

### Starting TELL ME MORE®

To start the application, either click on the TELL ME MORE® shortcut on your desktop or:

1. Go to the menu **Start\(All) Programs\TELL ME MORE e-Learning solutions**
2. Select **Applications\TELL ME MORE**.

## 6 – To uninstall a distant Tutor workstation

1. Go to **Start/(All) Programs**.
2. Select **TELL ME MORE e-Learning solutions/Uninstall**.
3. Select the program(s) that you wish to uninstall.

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# What to do…

## … if you have changed your personal e-mail address

Inform the administrator, who will make the necessary modification in the the Admin Tools application for both your Tutor account (you will then receive a message about this reconfiguration of your connection parameters) and for your user account, so that you can continue to use TELL ME MORE®.

## … if you cannot open Tutor Tools

Check that your Tutor account has been created. To do so, enter your personal e-mail inbox, open the message from your Training Service entitled 'Tutor Tools: creation of your account', then click on the attached file (extension .ak7) to create your account.

## … if the following message appears

**Your account has not been activated. You must open the first message sent by your Training Service before opening TELL ME MORE!**
This message indicates that you have not yet clicked on the file .am7 which enables you to create your user account for TELL ME MORE®. The creation of your account is necessary in order to use TELL ME MORE®. In your personal e-mail inbox, open the message sent by the Training Service and click on the .am7 file in order to create your account. This message is entitled: 'Your language training with TELL ME MORE®: account details'.

## … if you encounter difficulties connecting to the server

You can verify that the connection parameters for the POP and SMTP servers are valid.
To do so:
- Go into the **Tutor Tools** application, then select **File/Options**.
- Click on **POP server test** and **SMTP server test**.

If a connection error appears, please contact your technician.
To find out more, go to the section **Discover Tutor Tools/Connection options specific to distant Tutors** in the Tutor Tools User Guide.

## … you encounter difficulties

Contact your administrator or your technician, who will help you to find a solution.

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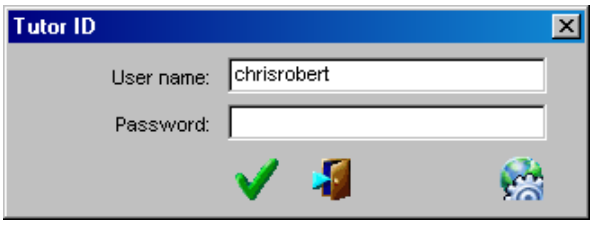
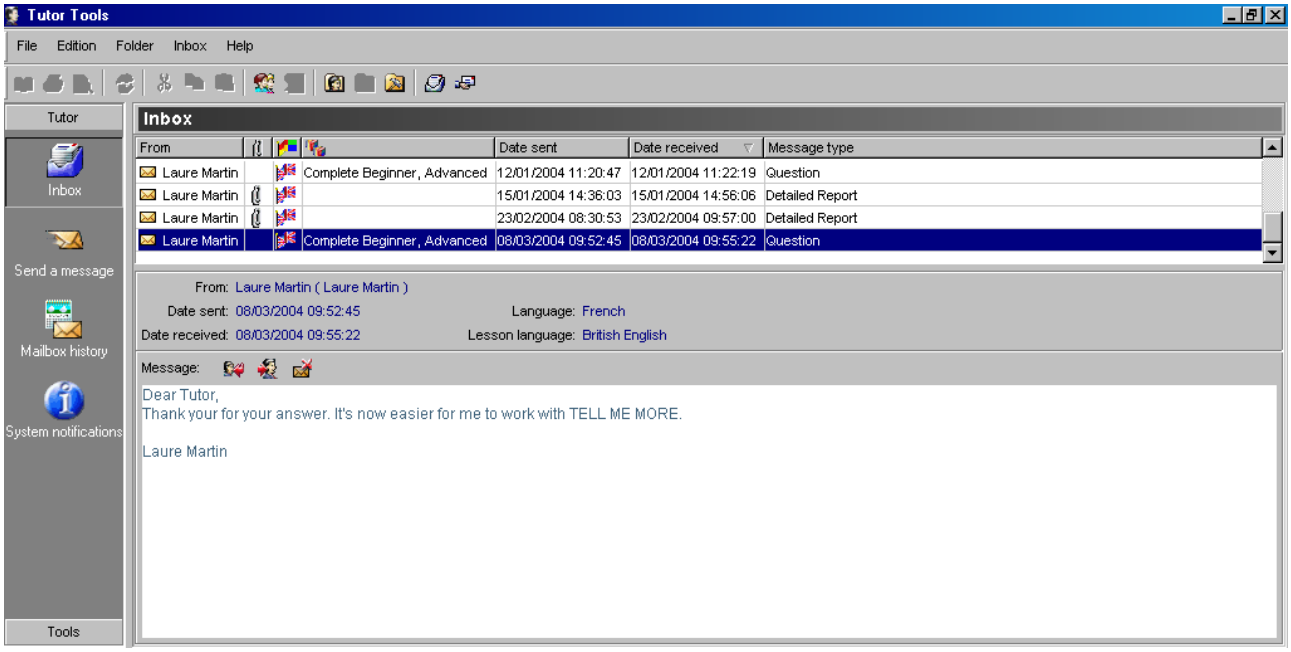
# DISCOVER TUTOR TOOLS

## To run Tutor Tools

1. Go into the **Start** menu**.**
2. Select **Programs**.
3. Select the program group **TELL ME MORE® e-Learning solutions\Applications***, then **Tutor Tools**. **the name of the program group may differ according to the type of Tutor Tools installed.*




4. Enter your user name and password defined during the creation of your account in **Admin Tools** (the allocation of a password is optional).
5. You can check and/or modify the server name and the port number by clicking on the icon **Define server connection parameters** . This function is optional and is not available to distant Tutors.
6. Confirm by clicking on the green tick.


Tutor Tools
File Edition Folder Inbox Help
Tutor
Inbox
Send a message
Mailbox history
System notifications
Tools
Inbox
From Date sent Date received Message type
Laure Martin Complete Beginner, Advanced 12/01/2004 11:20:47 12/01/2004 11:22:19 Question
Laure Martin 15/01/2004 14:36:03 15/01/2004 14:56:06 Detailed Report
Laure Martin 23/02/2004 08:30:53 23/02/2004 09:57:00 Detailed Report
Laure Martin Complete Beginner, Advanced 08/03/2004 09:52:45 08/03/2004 09:55:22 Question
From: Laure Martin ( Laure Martin )
Date sent: 08/03/2004 09:52:45
Language: French
Date received: 08/03/2004 09:55:22
Lesson language: British English
Message:
Dear Tutor,
Thank your for your answer. It's now easier for me to work with TELL ME MORE.
Laure Martin

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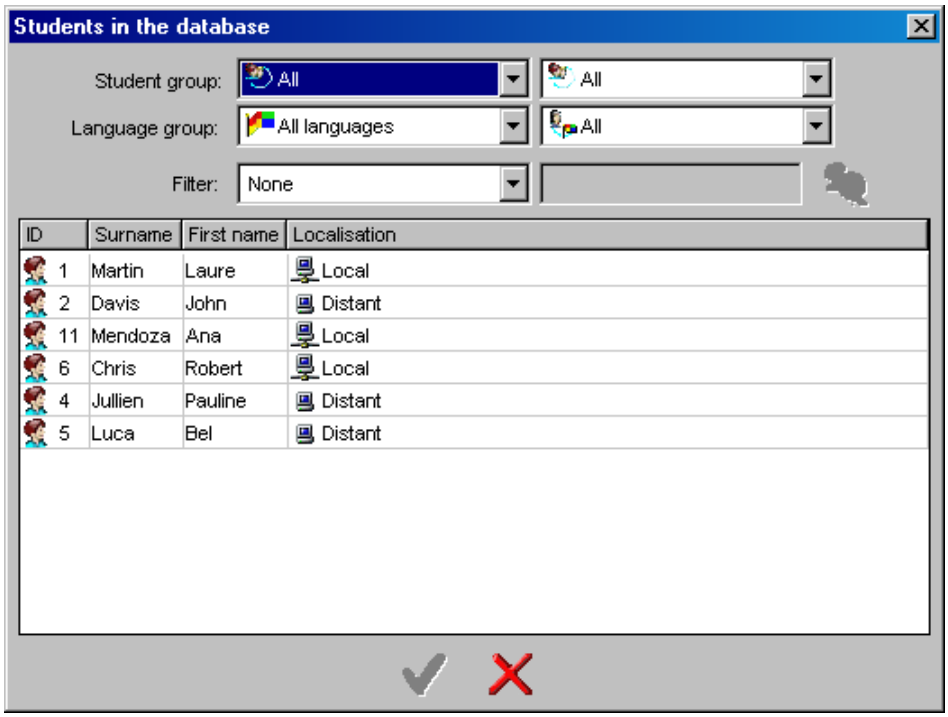
# To navigate within Tutor Tools

**Tutor Tools** comprises three folders: **Tutor**, **Student** and **Tools**.
The **Student** folder is not available directly when the program opens. You must select a student to open this folder. To know more about this, consult the **To select a student** section.

## To select a student

1. Click on the icon **Access student account** in the toolbar.




To find a student in the database, you can define your selection criteria using a filter which allows you to search according to:
- student group;
- language group;
- ID, surname or name.

2. Select the student from the list and confirm by clicking on the green tick.
The **Student** folder is inserted into the folder menu between the **Tutor** and **Tools** folders.

To select one of the three folders, you can either:

- Click on the heading in the folder menu: the selected folder displays all the different related functions.

- Click on the corresponding icon: **Tutor**, **Student** or **Tools**.

- Click on the **Folder** menu and select the sub-menu **Tutor**, **Student** or **Tools**.

A menu summarising the contents of the selected function is inserted into the menu bar.

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# The TUTOR folder

The **Tutor** folder contains four functions:

➢ **Inbox**
This function allows you to view student messages.

➢ **Send a message**
This function enables you to send messages to students.

➢ **Mailbox history**
You can view all messages sent and received using this function.

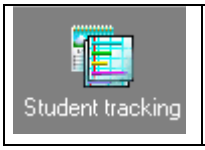
➢ **System notifications**
This function allows you to view all the system notifications sent to the Tutor regarding the tasks in the students' training schedules, the allocation of new students etc.

# The STUDENT folder

***Remember!***
*To open the **Student** folder, you must first access a student account or reply to a student's message from the Tutor **Inbox**. To select a student, consult the introduction of the **To navigate within Tutor Tools** section.*

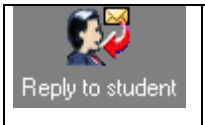
This folder contains five functions:

➢ **Student file**
This function allows you to view student information and the student's **TELL ME MORE®** user options.

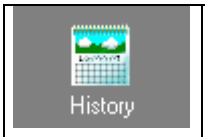



➢ **Student tracking**
This function enables you to view a student's results according to various criteria (i.e. lesson, activity, date lesson was accessed). This function only appears if the student has already used **TELL ME MORE®**.

➢ **Audio recordings***
This feature enables you to listen to a student's audio recordings (for the **Dialogue** and **Pronunciation** activities). This feature is deactivated by default, but can be activated in the **Options** tab of the **Student file**.
* This feature is only available if the Tutors and students are on the local network.




➢ **Reply to student**
This function enables you to write a reply to a student's message. If the **Student** folder has been opened (using the icon **Access student account**), this function is entitled **Send a message**.




➢ **History**
This function allows you to view:
- all messages exchanged with a student;
- Tutor comments;
- Detailed Reports;
- Language Achievement Test results.

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## The TOOLS folder

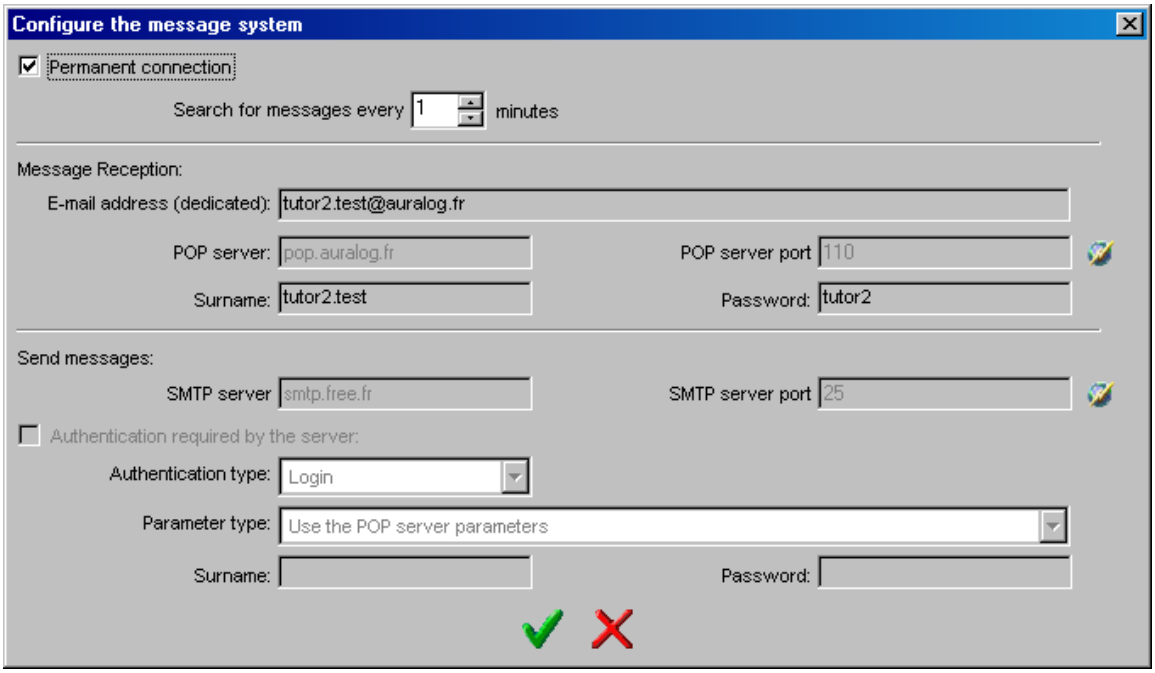
***Remember**!*
*All these functions are optional and are only accessible if you have the corresponding access rights (defined beforehand by the Administrator in **Admin Tools**).*

This folder contains four functions:

| | |
|---|---|
| | ➢ The **Standard message manager**<br>This feature allows you to write standard messages or replies, categorised by theme. |
| | ➢ **Learning Paths**<br>This function enables you to create and modify Learning Paths. |
| | ➢ **Options Manager**<br>This function allows you to create options files, which can then be transferred to students. |
| | ➢ **Content Printout**<br>You can print **TELL ME MORE®**'s linguistic and pedagogical content using this function. |

# Connection options specific to distant Tutors

1. Select the menu **File/Options** to modify the mail system parameters.




2. Modify, if necessary, the available parameters (permanent connection and time delay between each search for messages by the system). The other parameters can be modified in **Admin Tools** and will be subsequently sent to you via a Tutor Tools reconfiguration file.
3. Click on the icon **POP server test** to check that the POP server parameters are valid.

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4. Click on the icon **SMTP server test** to check that the SMTP server parameters are valid.
5. Confirm by clicking on the green tick.

# Lesson access option

***Note :***
*This function is not available to local Tutors.*

1. Select the **File** menu.
2. Depending upon the location of the lessons you wish to access, select **Loading lessons from the CD-Rom** or **Loading lessons from the hard disk**.

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# THE TUTOR FOLDER

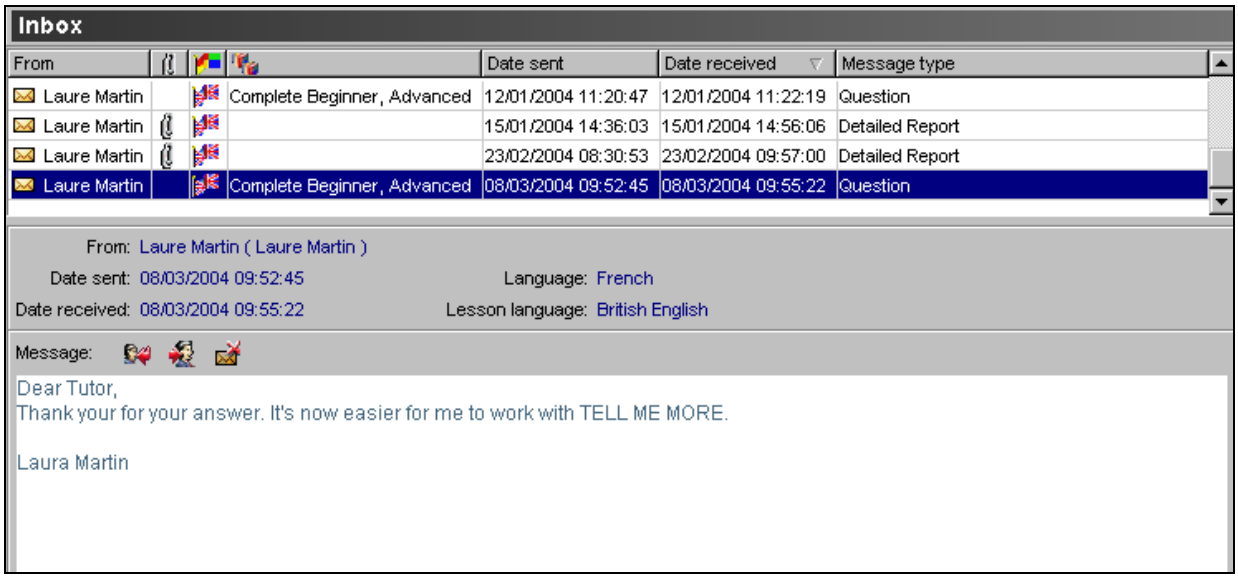
This folder allows you to manage and view all of the messages received and sent by both students and the system.
You can:
- receive messages sent by your students and reply to them;
- send a message to a student, or to more than one student at the same time;
- view the mailbox history.
- view the list of events notified by the system.

## Inbox

### To access the Inbox

1. Click on the **Tutor** folder and select the function **Inbox**.
   You can view:
   - the name of the person who sent the message;
   - any attachments;
   - the flag corresponding to the student's lesson language;
   - the Lesson Family concerned;
   - the date the mail was sent and received;
   - the type of message.

   ***Note:***
   *You can classify your messages according to the sender, date sent, date received or type of message, by clicking on the column headings.*




### To read and reply to messages

1. Select a line: the contents of the message will be displayed in the **Message** window.
2. Double-click on the message line or click on the icon **Access student information and reply** .
   In both cases, a message will inform you that **Tutor Tools** is retrieving the student information.

You then use the **Reply to student** function in the **Student** folder.
To know more about this, consult the **Reply to student/Send a message** section in the chapter **The Student Folder**.

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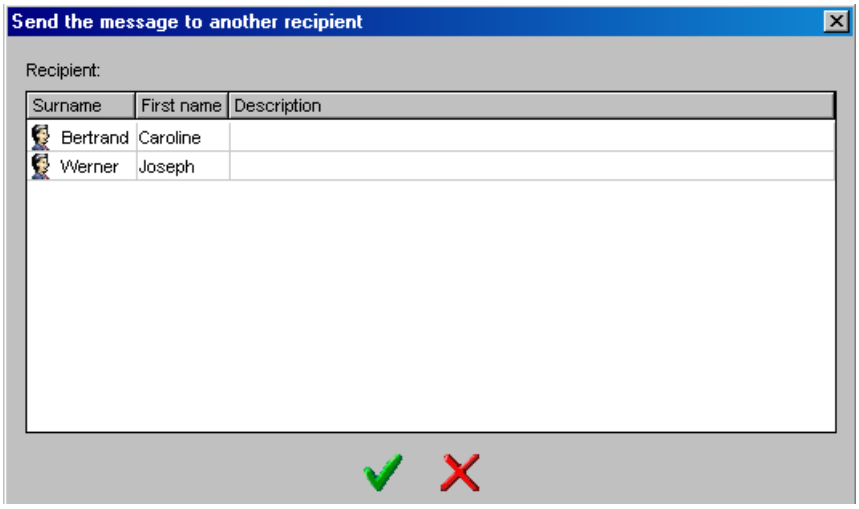
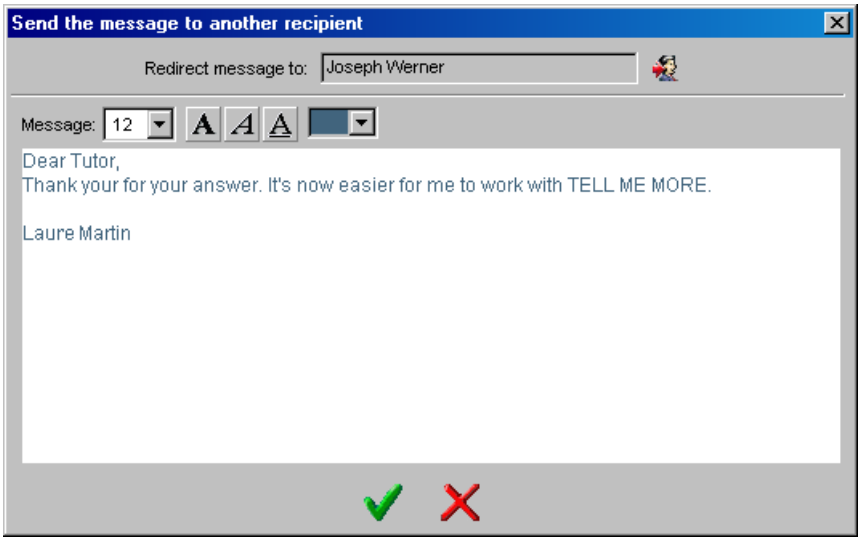
## To transfer the message to another Tutor

***Note:***
*This function is not available to distant Tutors and messages cannot be transferred to a distant Tutor.*

1. From the list, click on the message you wish to transfer.
2. Click on the icon **Send the message to another recipient** or select the menu **Inbox/Send the message to another recipient**.




3. Select the Tutor to whom you wish to transfer the message and confirm by clicking on the green tick.


Send the message to another recipient
Redirect message to:
Joseph Werner
Message:
12
Dear Tutor,
Thank your for your answer. It's now easier for me to work with TELL ME MORE.
Laure Martin

4. You can also add a comment to the message (optional). Confirm by clicking on the green tick.
   The message will then disappear from the **Inbox**.

## To remove a message

1. Select the message you wish to remove.
2. Click on the icon **Remove the selected message(s)** or select the menu **Inbox/Remove the selected message(s)**.
   A message will ask you to confirm the removal of the message.
3. Confirm this choice by clicking on the green tick.
   The message will disappear from the **Inbox**, but will remain in the **Mailbox history**.

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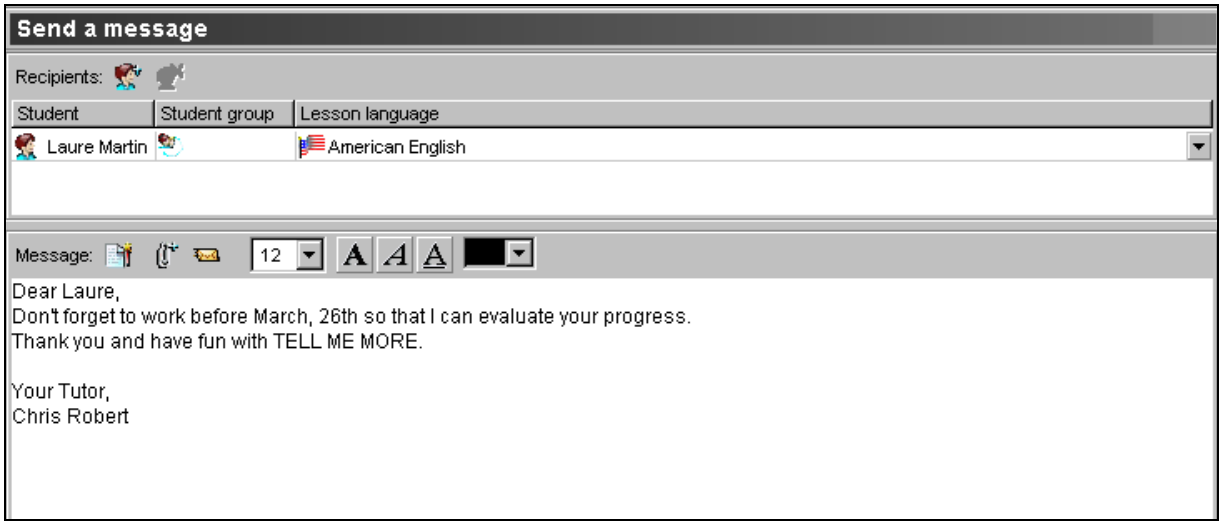
# Send a message

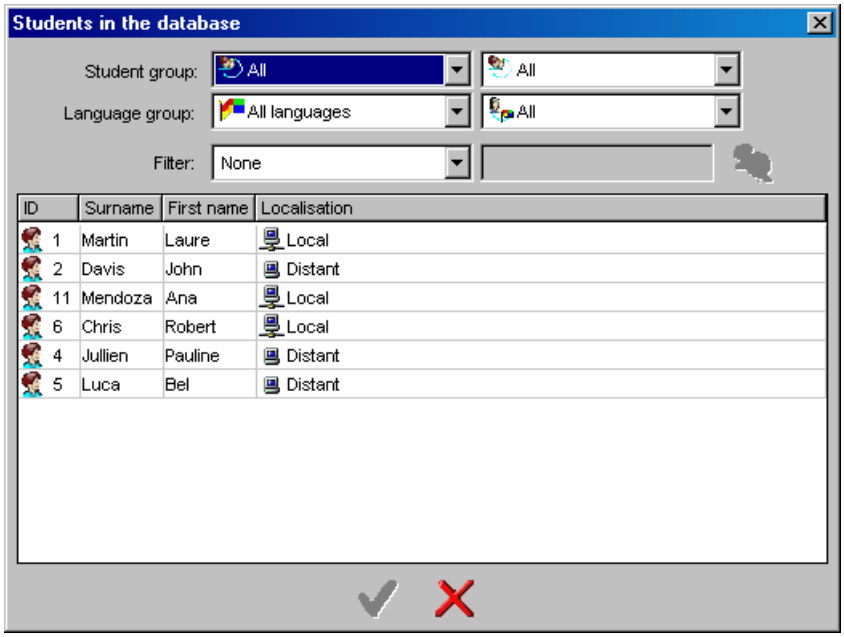
You can send messages to students, using this function.
The message can be, for example:
- administrative in nature and addressed to a student group (e.g. 'Don't forget to finish your Path before October 15th so I can evaluate your work.');
- linguistic in nature and addressed to students in the same language group (e.g. 'The higher level for German is now available.');
- for a specific individual (e.g. 'Having analysed your results, I suggest you continue with the following Path.').

Select the function **Send a message** in the **Tutor** folder.




## To select the recipient(s) of the message

1. Click on the icon **Select student(s)** or select the menu **Message/Select student(s)**.

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The list of all students is displayed by default. When there is a large number of students in the database, you can use a filter in order to find the students concerned. This can be done according to:
- student group (e.g. to send a message to all students in the same class);
- language group (e.g. to send a message to all students learning English);
- ID, surname or first name.

2. Select the student(s) who will receive the message. Confirm by clicking on the green tick.
   The names of the students selected will be displayed in the **Recipients** window.

## To type and send the message

1. Enter the message in the **Message** window.
   A certain number of functions allow you to modify the style of your message (i.e. font size and colour, bold type, italics, underlined). You can also copy and paste text by right-clicking on the mouse.

   ***Note:***
   *Consult the section entitled **Reply to the student/To send a message** in the **Student Folder** chapter if you wish to:*
   *- send a standard message,*
   *- attach a file etc.*

2. Click on the icon **Send the message** .

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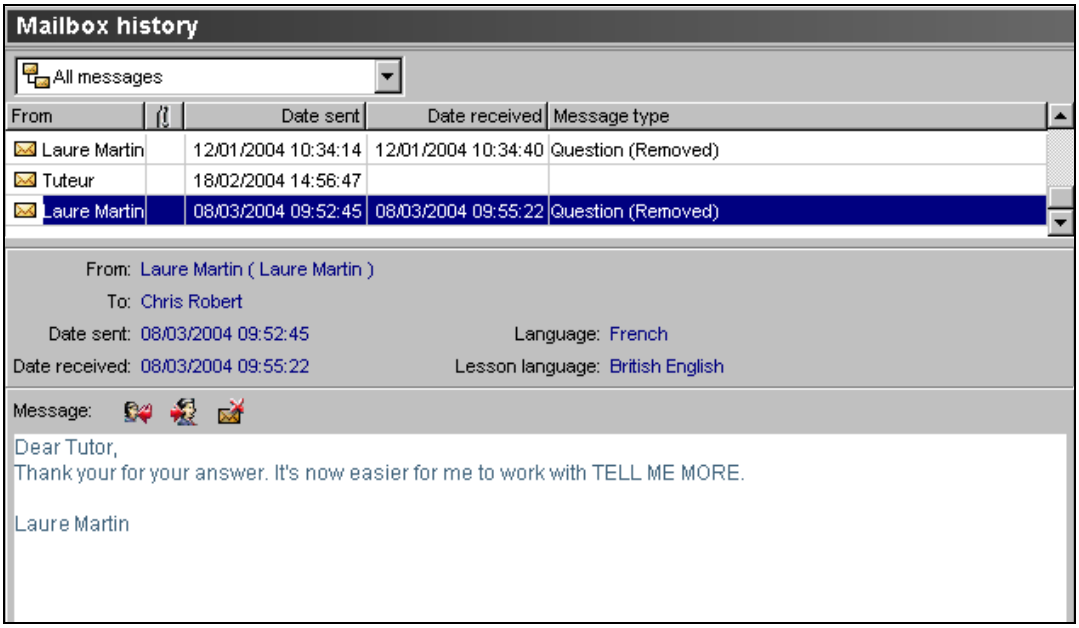
# Mailbox history

From this window, you can:
- view all messages (sent and received);
- respond again to a message already stored in the mailbox archive;
- remove messages.

Select the function **Mailbox history** in the **Tutor** folder.




## To view the messages

1. Select the type of message you wish to view from the drop-down menu (**All messages**, **Messages received** or **Messages sent**).
   ***Note:***
   *If you select **Messages received** or **Messages sent**, you can sort them according to either the sender, the date sent or the date received. If you select **All messages**, you can view all questions and replies in the form of a tree diagram.*
2. Select a line: the message contents will be displayed in the **Message** window.

## To reply again to a message

1. Select the message to which you wish to reply again.
2. Click on the icon **Access student information and reply** or select the menu **History/Access student information and reply**.

In both cases, a message will inform you that **Tutor Tools** is retrieving the student information. You then use the **Reply to student** function in the **Student** folder.
To know more about this, consult the **Reply to student/Send a message** section in the **Student Folder** chapter.

## To transfer a message to another Tutor

Consult the section **Inbox/To transfer a message to another Tutor**.

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## To remove a message

1. Select the message you wish to remove.
2. Click on the icon **Remove the selected message(s)** or select the menu **History/Remove the selected message(s)**.
   A message will ask you to confirm the removal of the messages.
3. By clicking on the green tick, you will delete the message from the **Mailbox history**.

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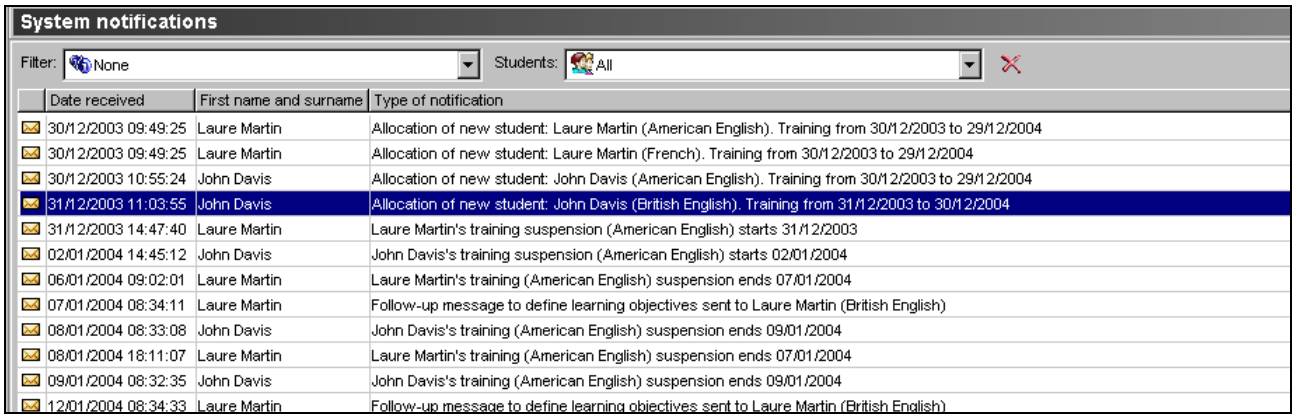
# System Notifications

In this window, you can:
- view the complete list of events linked to your Tutor and student accounts that have been registered by the system;
- remove one or more notifications.


System notifications
Filter: None
Students: All
Date received
First name and surname
Type of notification
30/12/2003 09:49:25 Laure Martin Allocation of new student: Laure Martin (American English). Training from 30/12/2003 to 29/12/2004
30/12/2003 09:49:25 Laure Martin Allocation of new student: Laure Martin (French). Training from 30/12/2003 to 29/12/2004
30/12/2003 10:55:24 John Davis Allocation of new student: John Davis (American English). Training from 30/12/2003 to 29/12/2004
31/12/2003 11:03:55 John Davis Allocation of new student: John Davis (British English). Training from 31/12/2003 to 30/12/2004
31/12/2003 14:47:40 Laure Martin Laure Martin's training suspension (American English) starts 31/12/2003
02/01/2004 14:45:12 John Davis John Davis's training suspension (American English) starts 02/01/2004
06/01/2004 09:02:01 Laure Martin Laure Martin's training (American English) suspension ends 07/01/2004
07/01/2004 08:34:11 Laure Martin Follow-up message to define learning objectives sent to Laure Martin (British English)
08/01/2004 08:33:08 John Davis John Davis's training (American English) suspension ends 09/01/2004
08/01/2004 18:11:07 Laure Martin Laure Martin's training (American English) suspension ends 07/01/2004
09/01/2004 08:32:35 John Davis John Davis's training (American English) suspension ends 09/01/2004
12/01/2004 08:34:33 Laure Martin Follow-up message to define learning objectives sent to Laure Martin (British English)

## To view the system notifications

You can select which notifications are displayed, filtering by type and/or by student;
For the detailed list of possible notifications and filter types, consult the table in the appendix.

## To remove one or more notifications

1. Select the system notification(s).
2. Click on the icon **Delete the selected notification(s)** .

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# THE STUDENT FOLDER

The role of a Tutor is to track, help and advise one or more students.
To personalise the student tracking, a Tutor needs to know the student's ability level and all corresponding information (e.g. the student's **TELL ME MORE®** user options, the Learning Paths to which s/he has access, the amount of time s/he has been studying, etc.).

Through this folder, you have access to:
- the **Student file**;
- the **Student tracking** (this function only appears if the student has used **TELL ME MORE®** at least once);
- the **Audio recordings (**this feature is only available where Tutors and students are on the local network);
- the **Reply to student** or **Send a message** function;
- the **History**.

## To open a Student folder

A **Student** folder can be opened in two ways:
- if you wish to reply to a student: you access the **Student** folder by replying to a question in the **Inbox** or the **Mailbox history** of the **Tutor** folder.
- if you wish to view a student's file or results or send him/her a message: you access the **Student** folder by opening the student's account.

### From a message in the Inbox of the Tutor folder

1. Select the function **Inbox** in the **Tutor** folder.
2. Select the student's message and click on the icon **Access student information and reply** .
   Then use the **Reply to student** function in the **Student** folder.

### From the student database

You can access the student list from any screen in order to access a student folder.

1. Click on the icon **Access student account** or select the menu **File/Access student account**.
   Then use the **Send a message** function in the **Student** folder.

## To close a student folder

This function is only available once a student folder has been opened.

1. Click on the icon **Close student account** in the toolbar.
   A message will ask you to confirm the closure of the student account.
2. Confirm by clicking on the green tick.
   You then return automatically to the **Inbox** in the **Tutor** folder.

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# Student file

This function allows you to view information about a particular student and their **TELL ME MORE®** user options.

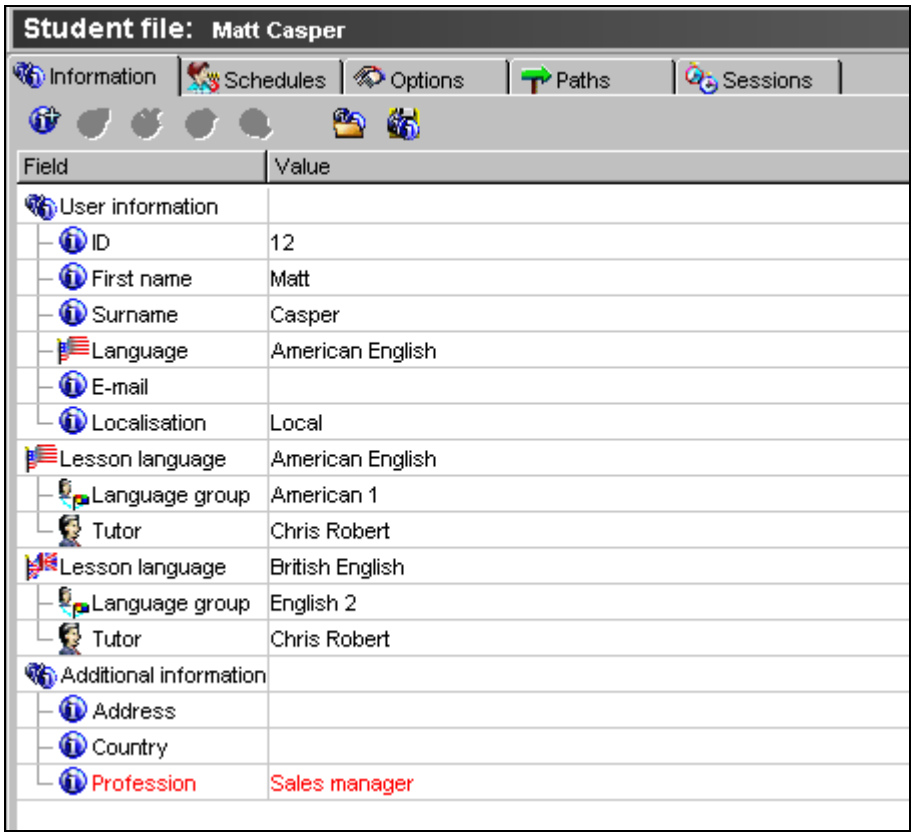
The **Student file** comprises different tabs which appear according to the student's options and study time:
- **Information**;
- **Schedules**;
- **Options**;
- **Paths**;
- **Sessions**.

Select the function **Student file** in the **Student** folder.

## The Information tab

This window enables you to view each student's **TELL ME MORE®** user information, as well as information relating to the language(s) they are learning.

1. Click on the **Information** tab.




| Field | Description |
|---|---|
| User information | Overview of information regarding the student account created in **Admin Tools**. |
| Lesson language | Language and, if relevant, the name of the language group and Tutor.<br>***Note**:*<br>*Lesson languages can only be viewed by local Tutors who have access to all the students' accounts.* |
| Objectives | Student's language type and level, where the student has defined his/her learning objectives for the given language. |
| Additional information | All of the fields that can be added (consult the **To add additional information** section). |

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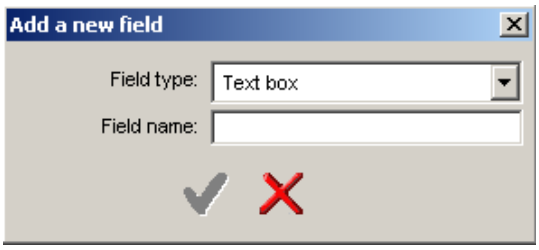
## To add additional information

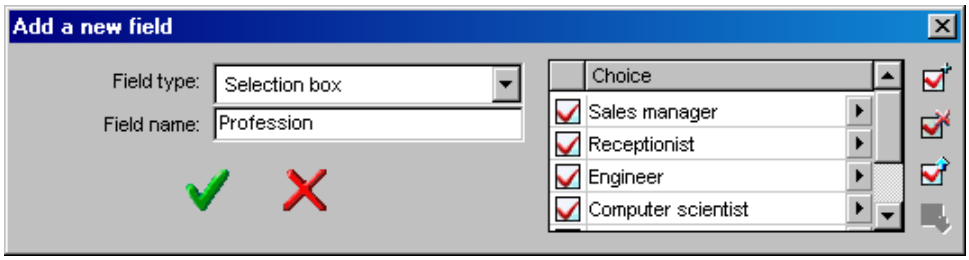
You can create fields and/or text boxes that will constitute sections for additional information, or you can load a form template.

### *To create fields*

1. Click on the icon **Add a new field** .




2. Select the type of field.
   - If you select **Text box**, enter the name of the field. In the form, you will enter open information, such as address, town and postcode.
   Go directly to point 7.
   - If you select **Selection box**, a list of choices appears.




3. Click on the icon **Add a choice** .
4. Type in a name for the value that you are adding to the selection box.
5. Start again for each choice that you wish to add to the selection box.
6. Confirm by clicking on the green tick.
   A line corresponding to the field is added.
7. Start again for each field that you wish to add. If you wish to save the form that you have created, in order to use it for other student accounts, go directly to point 8.
8. Click on the icon **Save the form as a template** . This is optional.
9. Enter a name for the template, then confirm by clicking on the green tick.

### *To load a form template*

1. Click on the icon **Load a form template** .

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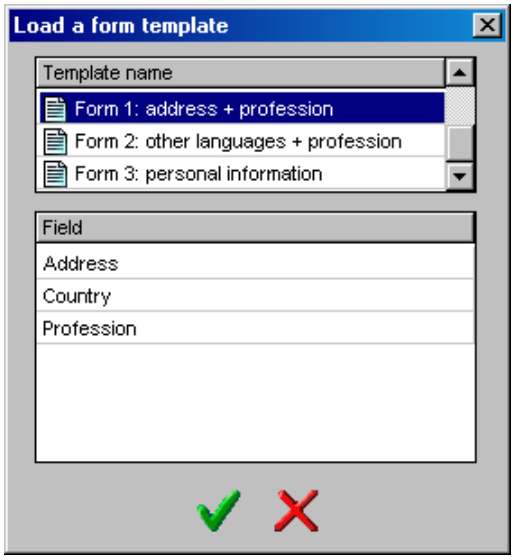


2. Select the name of the template you wish to load, then confirm by clicking on the green tick.

### To confirm the modifications

Click on the icon **Update** in the toolbar so that the modifications are taken into account.

## The Training schedules tab

This window allows you to view and/or modify students' training schedules. Training schedules contain tasks (access to the personal objectives form, reports, follow-up messages and Learning Paths) and important events in the student's training for a given language.

***Note**:*
*Local Tutors can modify or enter data into students' training schedules. If you are a distant Tutor, you cannot modify students' training schedules ; only the system administrator is authorised to do this using Admin Tools.*

1. Click on the **Training schedules** tab.

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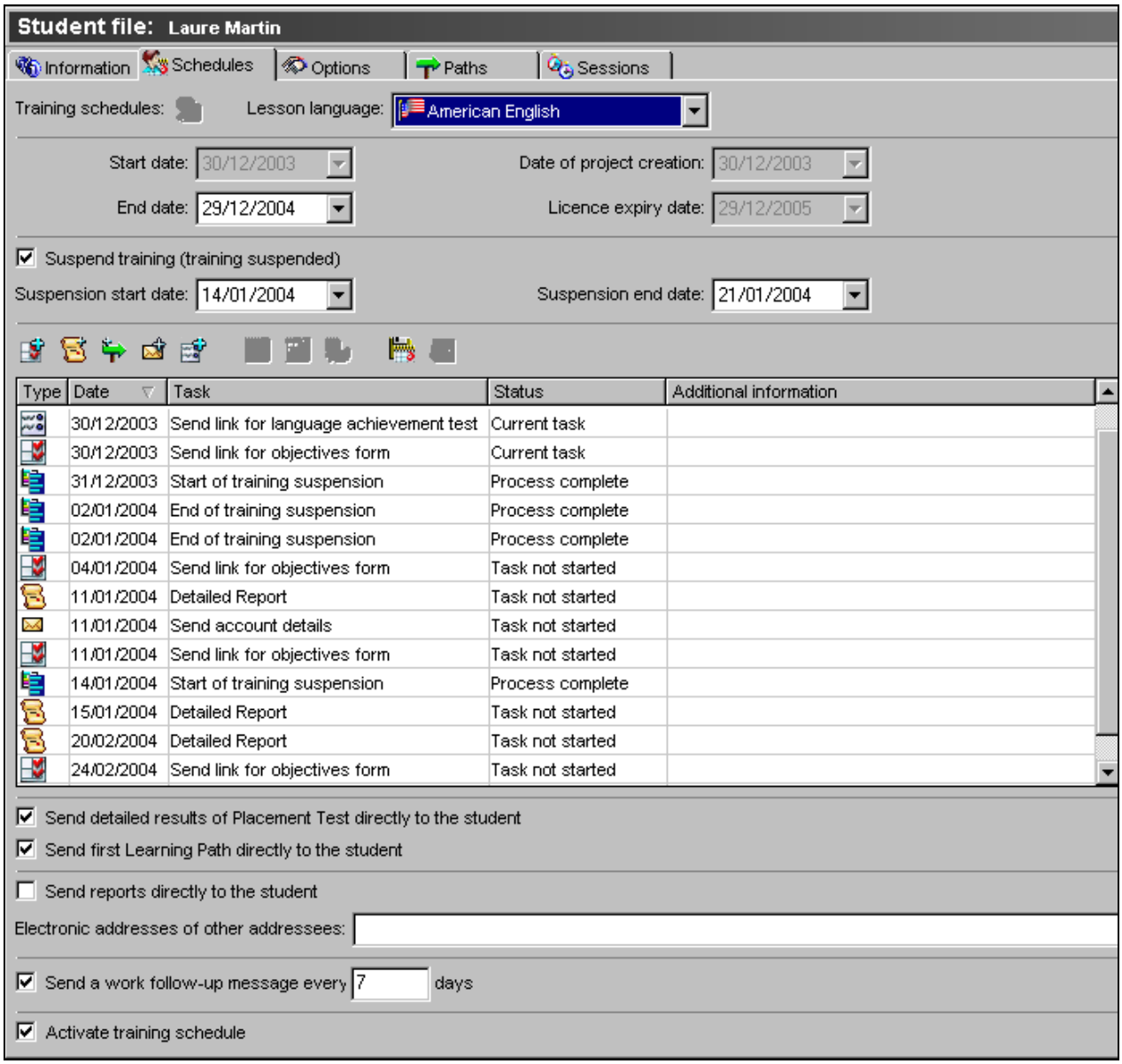
Student file: Laure Martin
Information
Schedules
Options
Paths
Sessions
Training schedules:
Lesson language:
American English
Start date: 30/12/2003
Date of project creation: 30/12/2003
End date: 29/12/2004
Licence expiry date: 29/12/2005
Suspend training (training suspended)
Suspension start date: 14/01/2004
Suspension end date: 21/01/2004
Type
Date
Task
Status
Additional information
30/12/2003 Send link for language achievement test Current task
30/12/2003 Send link for objectives form Current task
31/12/2003 Start of training suspension Process complete
02/01/2004 End of training suspension Process complete
02/01/2004 End of training suspension Process complete
04/01/2004 Send link for objectives form Task not started
11/01/2004 Detailed Report Task not started
11/01/2004 Send account details Task not started
11/01/2004 Send link for objectives form Task not started
14/01/2004 Start of training suspension Process complete
15/01/2004 Detailed Report Task not started
20/02/2004 Detailed Report Task not started
24/02/2004 Send link for objectives form Task not started
Send detailed results of Placement Test directly to the student
Send first Learning Path directly to the student
Send reports directly to the student
Electronic addresses of other addressees:
Send a work follow-up message every 7 days
Activate training schedule

2. Select the lesson language.
   ***Note:***
   *This function is only available if the student is learning several lesson languages.*
3. Define or modify the language training start and end dates.
   ***Note**:*
   *The start date can only be modified if the student has not yet defined his/her learning objectives.*
4. If the student is expected to suspend his/her training for a predefined period (during the holidays or if s/he is ill, for
   example) you can tick the box **Suspend training**. This is optional. You should then specify the language training suspension start and end dates.
   When the language training is suspended, the tasks are postponed within the student's training schedule but the student can still access TELL ME MORE® and send messages to his/her Tutor.
   ***Note**:*
   *You are not necessarily entitled to postpone the language training end date beyond the student's license expiry date. To do this, you must have the right to use additional licenses (this option is defined in Admin Tools).*

You can now define the different tasks that will constitute the student's training schedule.

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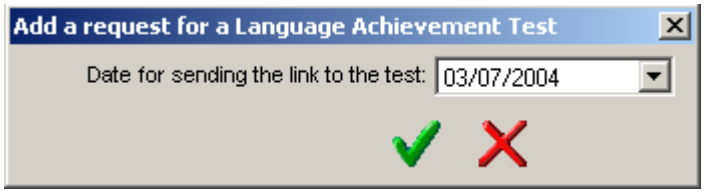
## Add access to the personal objectives form

***Note**:*
*This function is optional and depends upon the parameters defined for the student group by the administrator in **Server parameters**.*

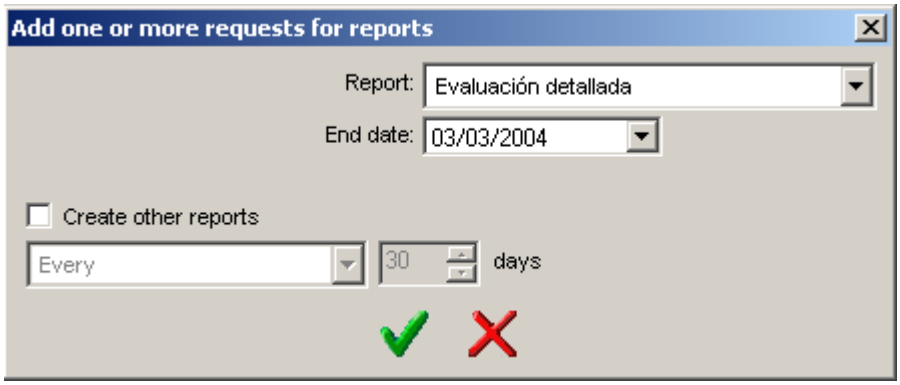
1. Click on the icon **Add access to the personal objectives form** .




2. Select the send date.
   The current date is selected by default. If you retain this date, the link will be sent to the student as soon as you have updated the schedule. If you select another date, the link will be sent during the night preceding the chosen date.
3. Confirm by clicking on the green tick.
   The task is added to the training schedule.

## To add one or more requests for a report

1. Click on the icon **Add one or more requests for reports** .




2. Select the type of report.
3. Select the time period end date.
   For local and online students, the report will be created on this date + a day (n+1).
   For distant students, the report will be created the day after the student has sent in his/her tracking from within TELL ME MORE®.
   For example: if the end date is 05/01/2004, for online and local students, the report will be created 06/01/2004; for distant students, the report will be created as soon as they sends their tracking from within TELL ME MORE®.
4. If you wish to create Detailed Reports on a regular basis, you can tick **Create other reports** and then determine their frequency (Every x days, Every month or Every week). This is optional.
5. Confirm by clicking on the green tick.
   If you have requested the creation of other reports, these task(s) are added to the student's training schedule.

## Add to send a Learning Path

1. Click on the icon **Add to send a Learning Path** .
   The window **Add to send a Learning Path** appears.
2. Select the send date.

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3. Select the Lesson Family.
4. Select the title of the Learning Path to be sent to the student.
5. Confirm by clicking on the green tick.
   The task is added to the training schedule.

## Add a message to send

1. Click on the icon **Add a message to send** .
   The window **Add a message to send** appears.
2. Select the send date.
3. Select the type of message to be sent (Registration information, contact message etc.).
4. Confirm by clicking on the green tick.
   The task is added to the training schedule.

## To add a request for a Language Achievement Test

1. Click on the icon **Add a request for a Language Achievement Test** .
   The screen **Add a request for a Language Achievement Test** appears.
2. Select the send date of the link to the Language Achievement Test.
3. Confirm by clicking on the green tick.
   The task is added to the training schedule.

## To remove one or more tasks

***Note**:*
*Current and completed tasks cannot be removed.*

1. Select the task(s) that you wish to remove.
2. Click on the icon **Remove the selected task (s)** .

## To postpone the execution of one or more tasks

***Note:***
*Current tasks cannot be postponed.*

1. Select the task that you wish to postpone.
2. Click on the icon **Put back the date one or several tasks are carried out** .
3. Select the type of postponement (put back by a certain number of days or define a new date).
4. If you wish to postpone all tasks preceding or on this date, you can tick the box **Postpone all the following tasks by the same number of days**. This is optional.
5. Confirm by clicking on the green tick.

## To use the training schedule templates

You can:
- save the schedule that you have just created in order to use it for other students,
- use a created and saved template in order to apply it to a student account.

### *To save the training schedule*

1. Click on the icon **Save the schedule template** .
   The window **Save the schedule template** appears.
2. Enter a name and, if you wish, a description of the template (tasks, duration of schedule etc.).
3. Confirm by clicking on the green tick.

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### *To use a schedule template*

1. Click on the icon **Use a schedule template** .
   The window **Use a schedule template** appears.
2. Select the name of the training schedule template that you wish to use.
3. Select the start date of the application of the training schedule template.
4. Confirm by clicking on the green tick.

### Other parameters

1. Modify the parameters according to the fields available.
   ***Note :***
   *The parameters selected by default – that appear on the screen when an account has been created – were defined by the principal administrator in the **Server parameters** application.*

| | |
|---|---|
| **Send detailed results of Placement Test directly to the student** | Selected by default when the student does not have a Tutor for the language concerned. The results will be sent directly to the student, without going via the Tutor. |
| **Send first Learning Path directly to the student** | Selected by default when the student does not have a Tutor for the language concerned.<br>The student can be sent the Learning Path that corresponds to his/her learning objectives without any intervention on the part of the Tutor. |
| **Send reports directly to the student** | Selected by default when the student does not have a Tutor for the language concerned. Detailed Reports can be sent directly to the student without going via the Tutor. |
| **E-mail of other recipients** | Allows you to send Detailed Reports to other people, such as the Training Manager. |
| **Send a work follow-up message every x days** | Defined in Server parameters.<br>Allows you to send regular follow-up messages to the student if s/he has not worked for x days (local or online students) or if s/he has not sent in his/her tracking for x days (distant student). |
| **Activate the training schedule** | Selected by default. |

### To deactivate the training schedule

Remove the tick from **Activate training schedule**.
- If the student is local, or online, s/he can now neither access TELL ME MORE®, nor send messages to his/her Tutor. Incomplete tasks in the training schedule are suspended.
- If the student is distant, s/he can continue to access TELL ME MORE®, but s/he can no longer send messages to his /her Tutor. Incomplete tasks in the training schedule are suspended.

### To confirm the training schedule(s)

Click on the icon **Update the training schedule(s)** .

## The Options tab

This screen comprises 7 categories which contain all the **TELL ME MORE®** student user options.

1. Click on the **Options** tab.

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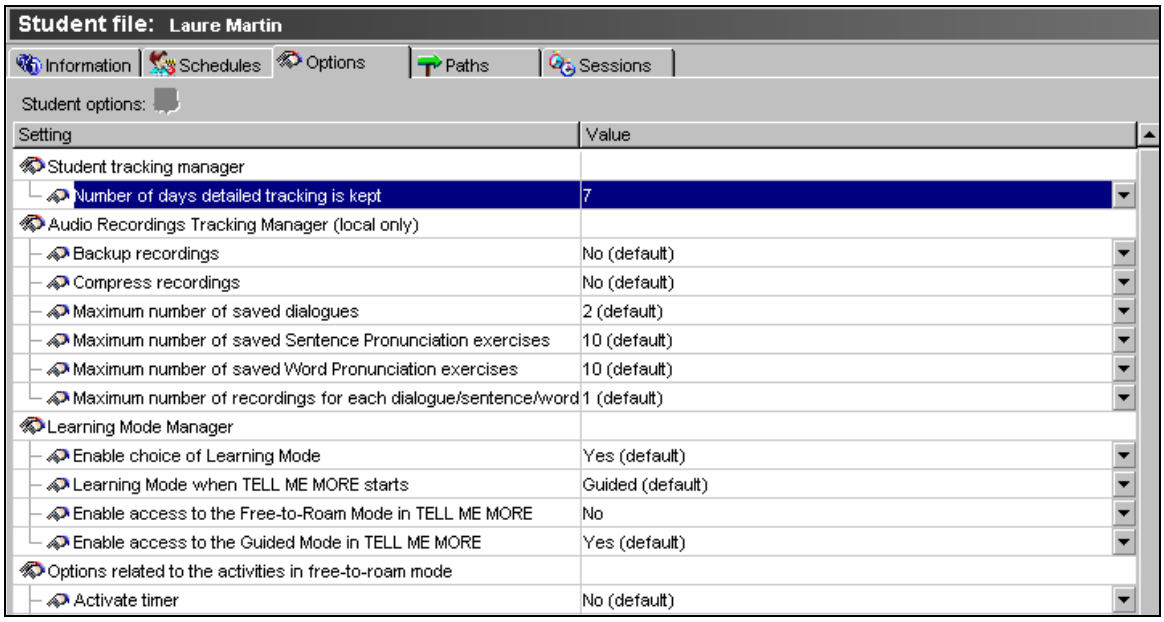



The categories are:

- **Student Tracking Manager**
- **Audio Recordings Tracking Manager (local only)**
- **Learning Mode Manager**
- **Options related to the activities in free-to-roam mode**
- **Options linked to the Guided Mode**
- **TELL ME MORE Pedagogical Options**
- **TELL ME MORE General Options**

The default parameters of the options within these categories can be modified.

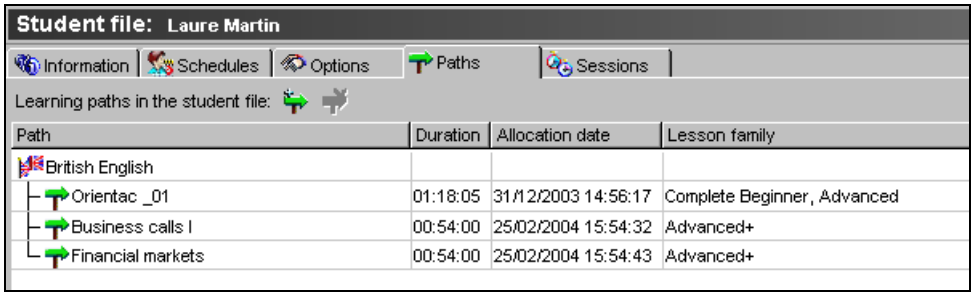
2. To modify a parameter, click in the **Value** column of the corresponding line and select the new value from the drop-down menu or type it in.
   To know more about the options, consult the chart in the appendix.
3. Click on the icon **Update the options file** to transfer the modifications of the options to the student's folder (the modifications will be applicable the next time the student uses **TELL ME MORE®**).
   ***Note**:*
   *This function is not available if the Tutor and/or student is distant In this case, the Tutor must attach the modifications to a message sent to the student.*

## The Paths tab

***Note:***
*This feature is not available if the student is distant. Distant Tutors have access to the tab but cannot make modifications.*

Using this tab, you can view the list of Learning Paths available in the student's folder, i.e. all the Learning Paths that the student has been allocated. From this window, you can also add or remove Learning Paths from the student folder.

1. Click on the **Paths** tab.

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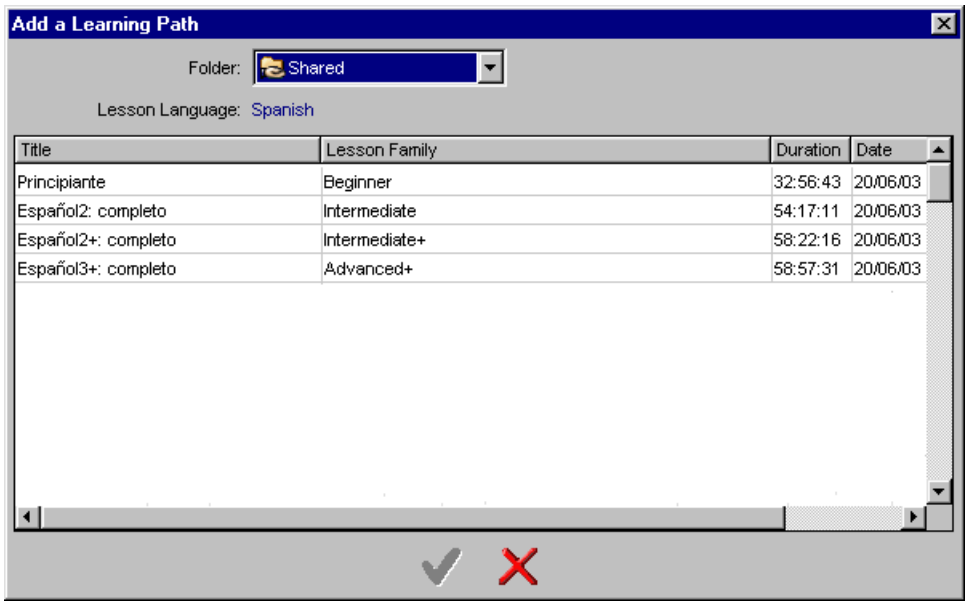
### To add a Learning Path

***Note**:*
*This function is not available if the Tutor is distant. In this case, the Tutor must attach the Learning Path(s) to a message sent to the student.*

1. Click on the icon **Add a learning path** or select the menu **Learning Paths/Add a learning path**.
2. If several lesson languages are available, first select from the list the lesson language for which you are adding a Learning Path.
   ***Note:***
   *You cannot add a Learning Path to a student's folder if the student is not learning the language concerned.*




3. First select the folder which contains the Path you wish to add:
   the **Personal** folder: the folder which contains the Paths you have created and that only you can use (can neither be viewed nor used by other Tutors);
   the **Shared** folder: the folder which contains the Paths available to all Tutors on the network (standard Paths, and Paths created and saved in the **Shared** folder).
4. Select the desired Path. Confirm by clicking on the green tick.

### To remove Learning Paths

1. Select the Learning Path(s) you wish to remove.
2. Click on the icon **Remove the learning path(s)** or select the menu **Learning Paths/Remove the learning path(s)**: the student will no longer be able to access this or these Learning Path(s) in **TELL ME MORE®**.

## The Sessions tab

This tab allows you to view the list of a student's study sessions.

1. Click on the **Sessions** tab.

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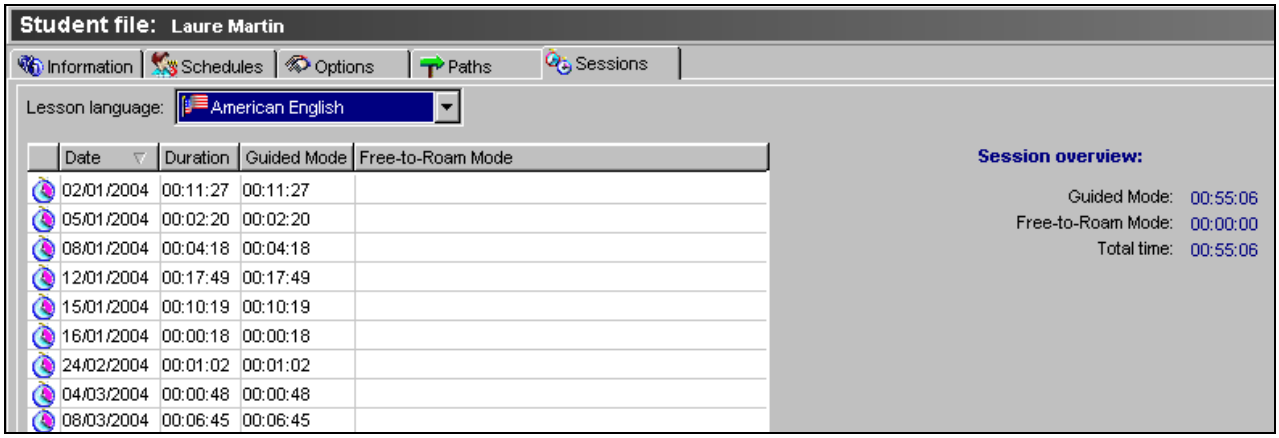


2. Select, if necessary, the lesson language.
   The list of study sessions appears.

   For each session, you can view:
   - the date;
   - the total length of the session;
   - the length of the session in the Guided Mode;
   - the length of the session in the Free-to-Roam Mode.

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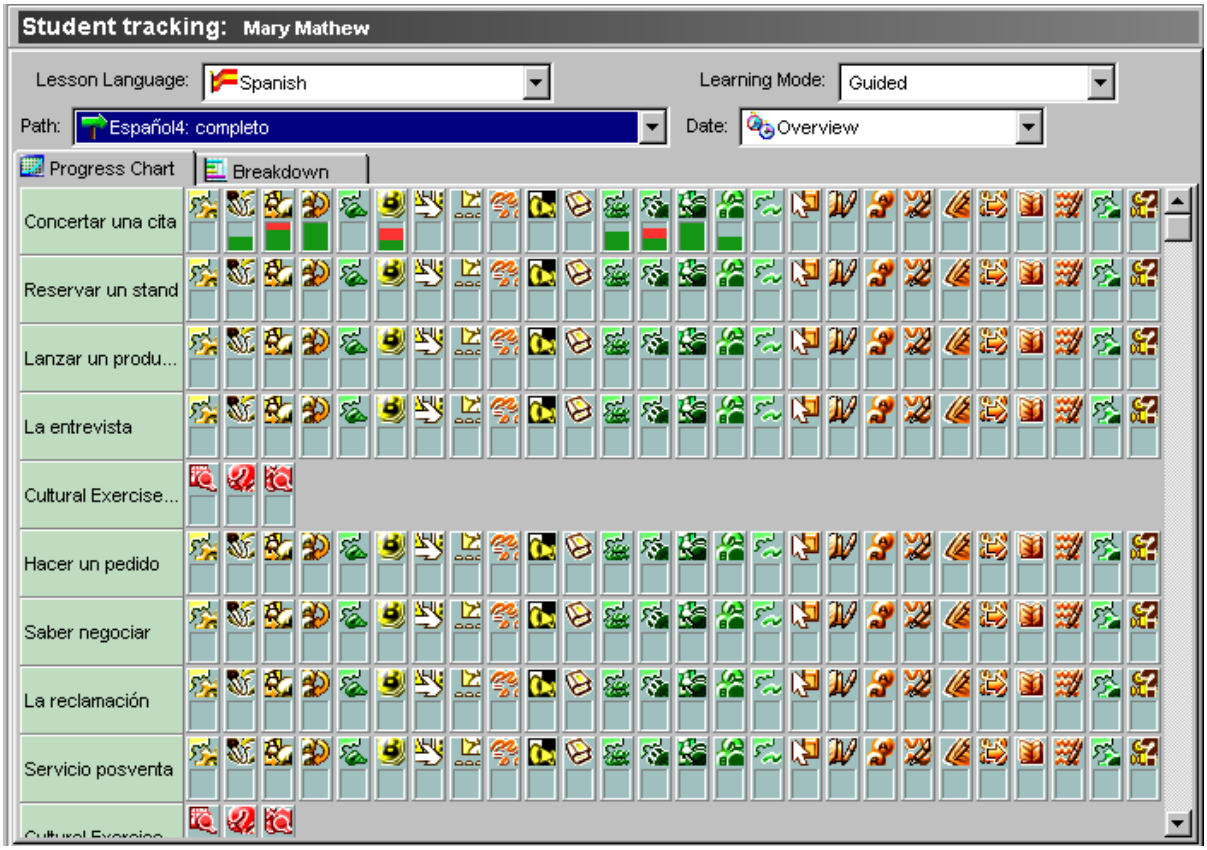
# Student tracking

You can track the progress of a student by study session or even exercise by exercise.
The results are displayed in two ways:
- by 'Overview' or study session, with the **Progress Chart** and **Breakdown** tabs.
- by study session only, with the **Detailed record** tab.

Select the function **Student tracking** in the **Student** folder.




## To view the results by study session

1. First select the lesson language and then the Learning Mode.
2. According to the Learning Mode selected, you must subsequently choose:
   - the Path, if you selected the Guided Mode;
   - the Lesson Family, if you selected the Free-to-Roam Mode.

   The **Progress Chart** contains all the lessons (positioned horizontally) and activities (positioned vertically). If you wish to hide the icons representing the activities, remove the tick from **Display activity icons** in the **Student tracking** menu.
   A 'lesson' is a collection of activities grouped by theme (e.g. On the motorway), by Workshop (e.g. Written Workshop) or by activity type (e.g. Cultural exercises).
   The name of the lesson and the activity are displayed when the mouse is placed over the corresponding box.
   The filled boxes correspond to activities attempted in the Path:
   - the green represents the percentage of the exercise correctly completed;
   - the red represents the percentage of the exercise incorrectly completed.

   By placing the mouse over a filled-in box, you can view the results of that activity in detail.

   ***Note:***
   *If you click on a filled-in box (with results) and you have selected a precise date, use the **Detailed record** tab, in which you can view the lesson and activity concerned in detail.*

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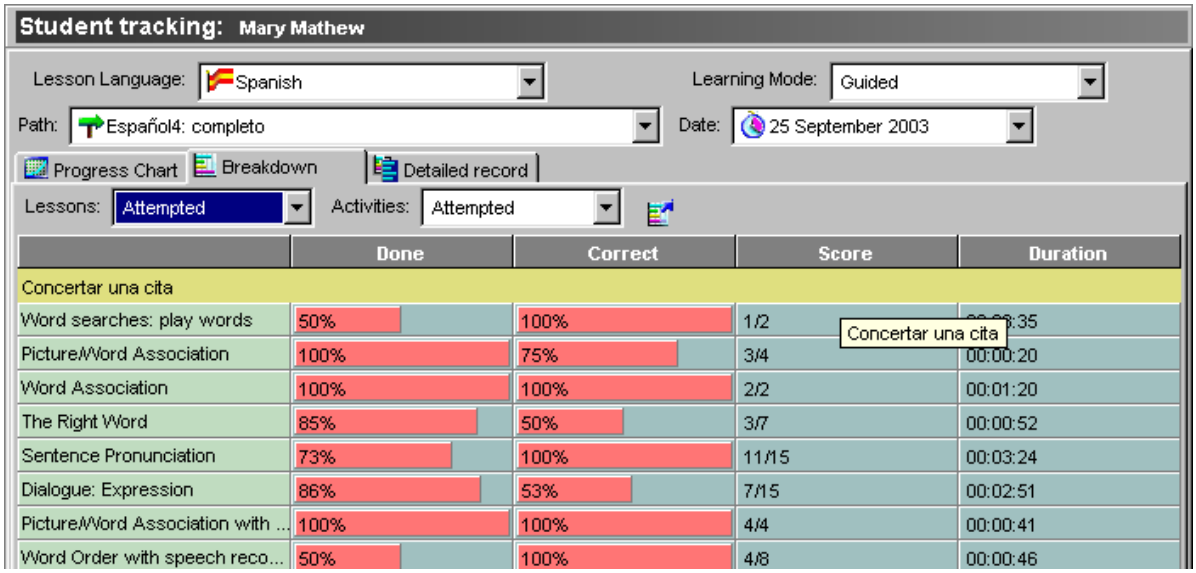
You can also view the results in the form of horizontal bar charts by clicking on the **Breakdown** tab.




The following details will be displayed for each lesson and activity:
- the percentage of exercises completed;
- the percentage of exercises successfully completed (in relation to the number of exercises undertaken);
- the score (the number of exercises completed successfully);
- the length of time taken to complete the activity.

***Note:***
*The table displayed depends on the lesson/activity combination selected.*
*Four different displays are possible:*
*- all lessons and activities;*
*- all lessons and those activities attempted;*
*- the lessons attempted and all activities;*
*- the lessons and activities attempted.*

## To export the results

To be able to use the results outside of the **Tutor Tools** application, the results can be exported in the form of a text file, a Unicode file (a codification which enables the file to contain text in different languages) or as an HTML file.

1. Click on the icon **Export the breakdown** .
2. Enter the file name.
   Example of a Learning Path Breakdown (from the Guided Mode) in HTML format:

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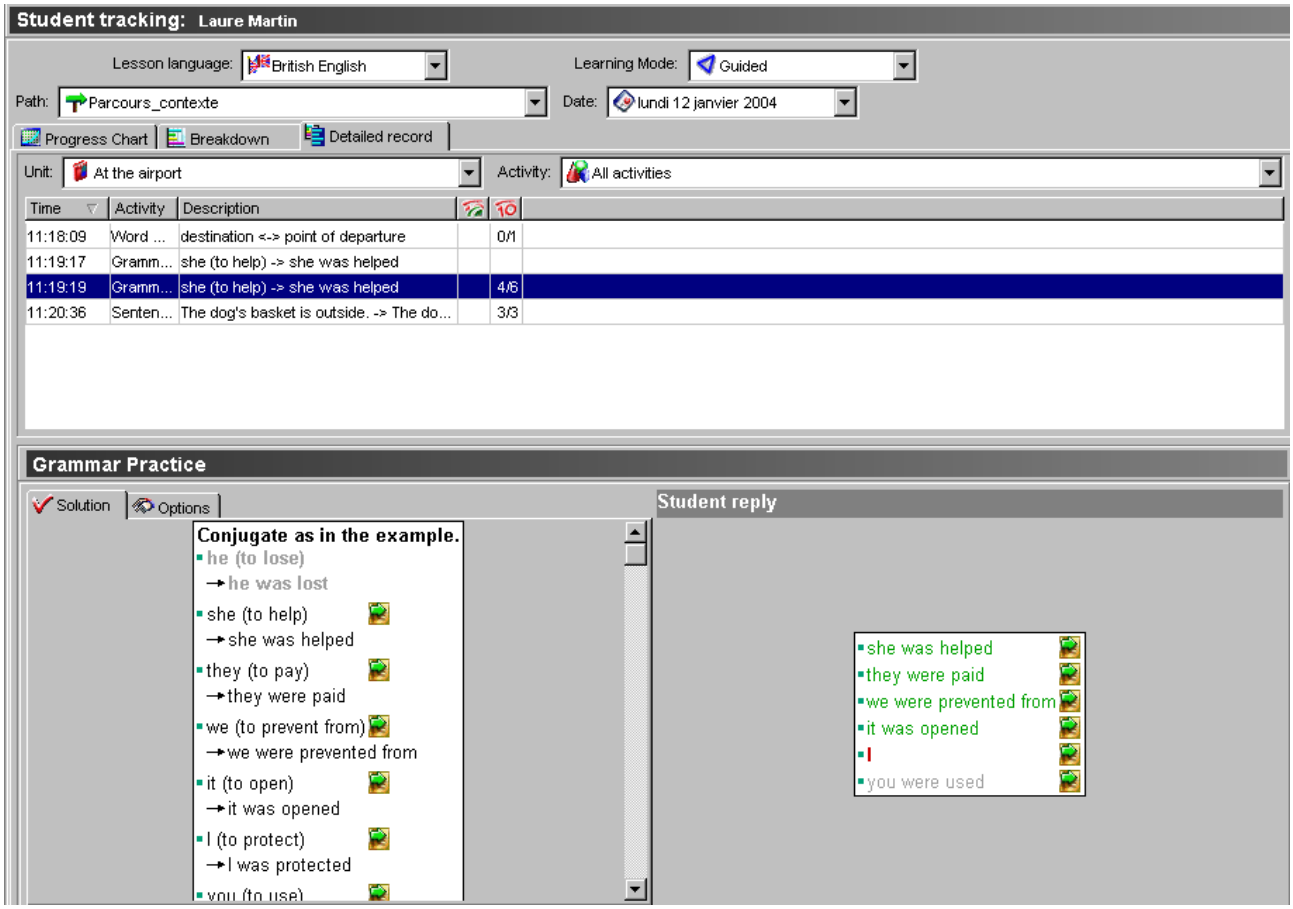
**Student: Mary Mathew**
**Path: Español4: completo**
**Date: Overview**

| Lesson | Activity | Total | Done | Correct | Score | Duration |
|---|---|---|---|---|---|---|
| Concertar una cita | Word searches: play words | 2 | 1 | 1 | 1.00 | 00:03:35 |
| Concertar una cita | Picture/Word Association | 4 | 4 | 3 | 3.00 | 00:00:20 |
| Concertar una cita | Word Association | 2 | 2 | 2 | 2.00 | 00:01:20 |
| Concertar una cita | The Right Word | 7 | 6 | 3 | 3.00 | 00:00:52 |
| Concertar una cita | Sentence Pronunciation | 15 | 11 | 11 | 11.00 | 00:03:24 |
| Concertar una cita | Dialogue: Expression | 15 | 13 | 7 | 7.00 | 00:02:51 |
| Concertar una cita | Picture/Word Association with speech recognition | 4 | 4 | 4 | 4.00 | 00:00:41 |
| Concertar una cita | Word Order with speech recognition | 8 | 4 | 4 | 4.00 | 00:00:46 |

## To view the detailed tracking

The **Detailed record** tab enables you to view the detailed tracking (i.e. exercise by exercise), but is only accessible if a precise date has been specified. When a date has been chosen, the **Detailed record** tab is added to the two existing tabs (i.e. the **Progress Chart** and **Breakdown** tabs).

1. Select a date, then click on the **Detailed Record** tab.

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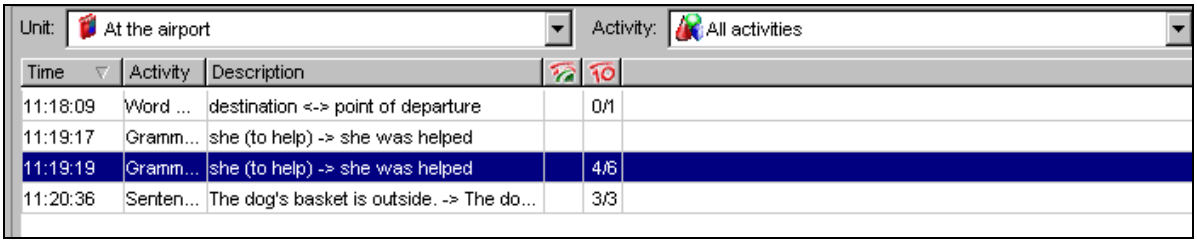
2. Select a lesson.
3. Select an activity or **All activities**.

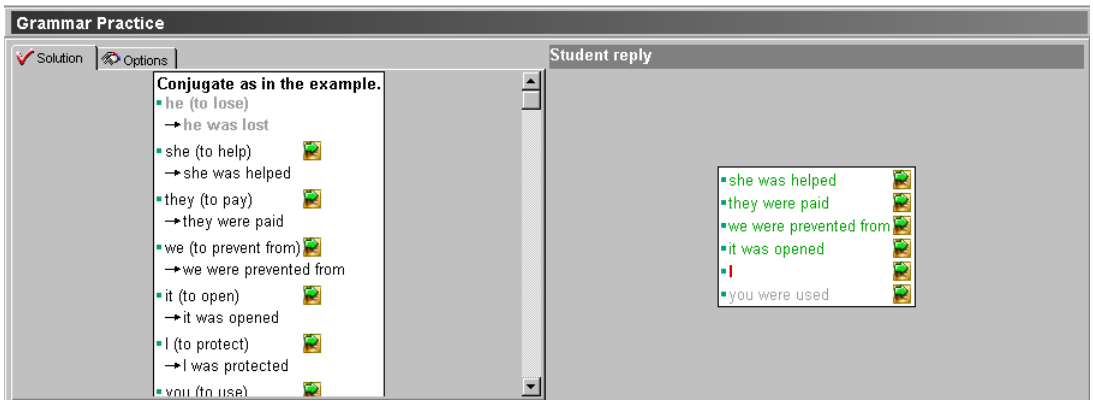
## Explanation of the columns on the Detailed record tab




| COLUMN TITLE | EXPLANATION |
|---|---|
| **Time** | Time at which the student finished or checked the exercise. |
| **Activity** | Name of the activity which the exercise belongs to. |
| **Description** | First element attempted in the exercise (e.g. first question of the Dialogue, first phrase of the Dictation). |
| ***(Speech recognition score)*** | This column concerns all activities for which the speech recognition difficulty level has been defined (on a scale of 1 to 7, with 7 being the maximum score possible).<br>***Note:***<br>*Certain activities are accessible with or without speech recognition.* |
| ***(Exercise score)*** | Number of exercises successfully completed out of the total number of exercises available for the activity.<br>***Note:***<br>*The successful completion of an exercise depends on the different parameters defined for each exercise.* |

## Exercise details

Select a line to display the wording and details of an exercise.




- On the left side of the window, various tabs display the different parameters of the activity. These tabs differ according to activity type and the individual exercises. Amongst others, there are:
  - the **Cue** tab, which displays the question content and, sometimes, the answers proposed;
  - the **Solution** tab, which displays the answer to the exercise or proposed image;
  - the **Options** tab, which displays the various exercise parameters (e.g. timer, translation of words, speech recognition);
  - the **Links** tab, which displays the grammar points linked to the activity.
- The right side of the window contains the student's answers.
  You can compare the student's answer to the correct solution, which enables you to see any errors made. These details allow you to evaluate student's work and, if necessary, send them a Learning Path which better corresponds

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to their ability level and needs.

The icon indicates that the grammar point related to the phrase or exercise has been consulted.

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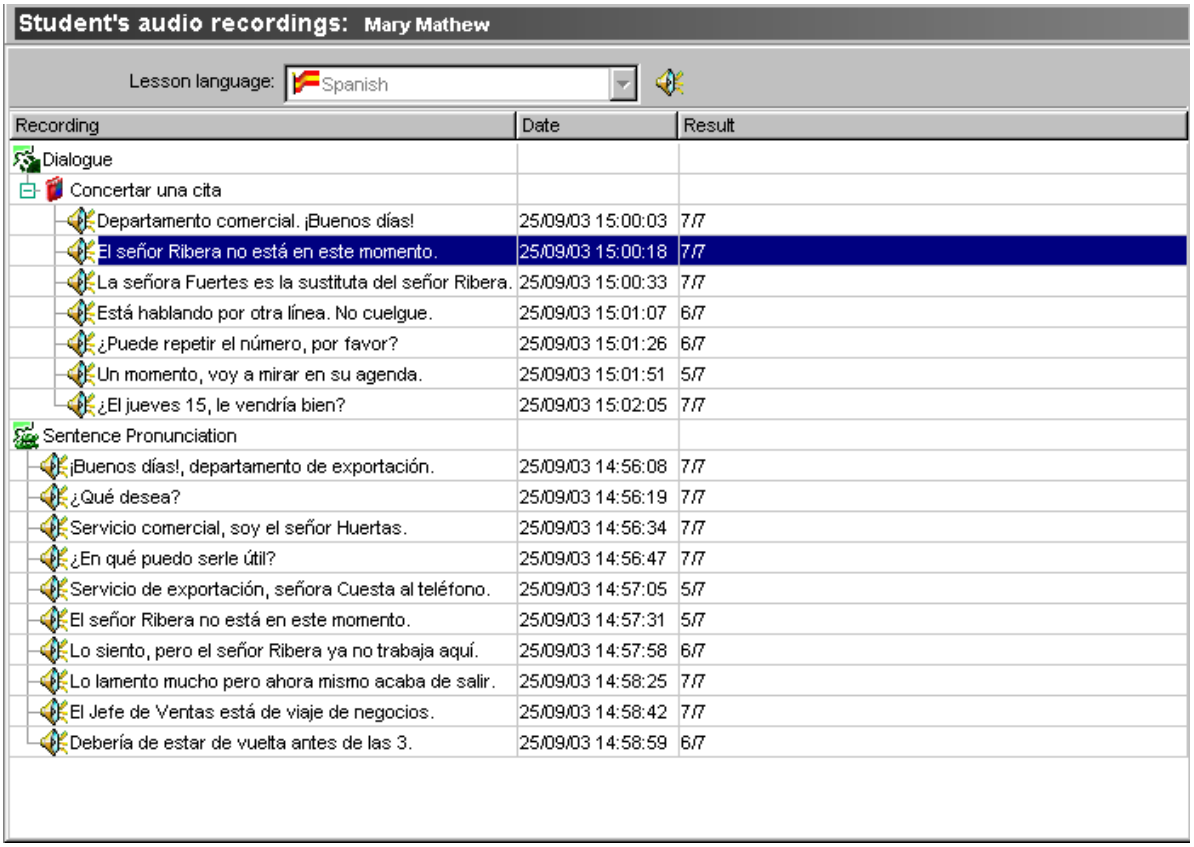
# Audio recordings

***Note:***
*This function is only accessible if the Tutor and student are on the same local network and if the option* ***Backup recordings*** *option has been activated in the student's options file. For more details about this option, consult the* ***Student file/Options tab*** *section.*
This function enables you to listen to a student's audio recordings (made while working on the **Dialogue** and **Pronunciation** activities) and evaluate his/her oral expression skills.

Select the function **Audio recordings** in the **Student** folder.


Student's audio recordings: Mary Mathew
Lesson language: Spanish
Recording
Date
Result
Dialogue
Concertar una cita
Departamento comercial. ¡Buenos días! 25/09/03 15:00:03 7/7
El señor Ribera no está en este momento. 25/09/03 15:00:18 7/7
La señora Fuertes es la sustituta del señor Ribera. 25/09/03 15:00:33 7/7
Está hablando por otra línea. No cuelgue. 25/09/03 15:01:07 6/7
¿Puede repetir el número, por favor? 25/09/03 15:01:26 6/7
Un momento, voy a mirar en su agenda. 25/09/03 15:01:51 5/7
¿El jueves 15, le vendría bien? 25/09/03 15:02:05 7/7
Sentence Pronunciation
¡Buenos días!, departamento de exportación. 25/09/03 14:56:08 7/7
¿Qué desea? 25/09/03 14:56:19 7/7
Servicio comercial, soy el señor Huertas. 25/09/03 14:56:34 7/7
¿En qué puedo serle útil? 25/09/03 14:56:47 7/7
Servicio de exportación, señora Cuesta al teléfono. 25/09/03 14:57:05 5/7
El señor Ribera no está en este momento. 25/09/03 14:57:31 5/7
Lo siento, pero el señor Ribera ya no trabaja aquí. 25/09/03 14:57:58 6/7
Lo lamento mucho pero ahora mismo acaba de salir. 25/09/03 14:58:25 7/7
El Jefe de Ventas está de viaje de negocios. 25/09/03 14:58:42 7/7
Debería de estar de vuelta antes de las 3. 25/09/03 14:58:59 6/7

1. Select, if necessary, the lesson language
   The recordings are first classified by activity, then by lesson.
2. Click on the icon **Update** to retrieve the most recent of the student's recordings (if the student is working in **TELL ME MORE®** at the same time).
3. Select the phrase or the word you wish to listen to. Click on the icon **Play sound** or double-click on the line selected to hear the recording.

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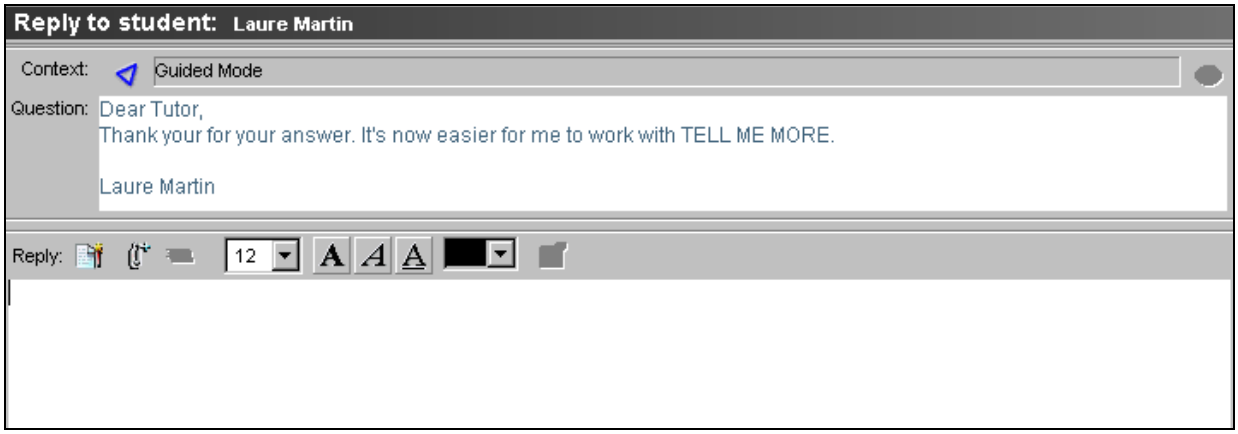
# Reply to student/Send a message

This function allows you to reply to a student's message and also add attachments (e.g. options files, Paths).

Select the function **Reply to student** in the **Student** folder.




If the student message contains attachments, the icon appears. Click on the icon to view the list of attachments, which can be saved if required.
You can:
- view the context of the question, i.e., which **TeLL me More®** activity the student was using when the question was sent;
- write the response or insert a standard message;
- attach the language test results or a Detailed Report;
- attach files to the response.

## To view the context of the question

***Note:***
*In order to view the context of the question, distant Tutors must have the lesson languages installed on their computers or accessible from a CD-Rom.*

Click on the icon **Access detailed tracking** .
This opens the detailed tracking of the exercise (only for activities for which students can check their answers) that the student was completing when s/he sent the message.

## To write a reply to a student's message

1. Place the cursor in the **Reply** window and enter your reply.
   A certain number of functions allow you to modify the style of your message (i.e. font size and colour, bold type, italics, underlined). You can also cut, copy and paste text by right-clicking on the mouse.

***Note:***
*If you wish to add attachments (e.g. a Learning Path, file), consult the **To attach a file** section.*

2. Click on the icon **Send the reply**. The message you have just sent will be transferred from the **Inbox** to the **Mailbox history**. Messages remain in the **Inbox** until they have been dealt with.

## To insert a standard message

Standard messages are replies to questions that students ask frequently. Once Tutors have made a list of recurring questions, they can prepare a certain number of standard messages which can be saved in a database. To prepare these standard messages, consult the section entitled **Standard message management** in the **Tools Folder** chapter.

***Note:***
*A database of prepared standard messages is supplied with **TeLL me More® e-Learning solutions**.*

The standard messages are classified by subject. Below are some examples:

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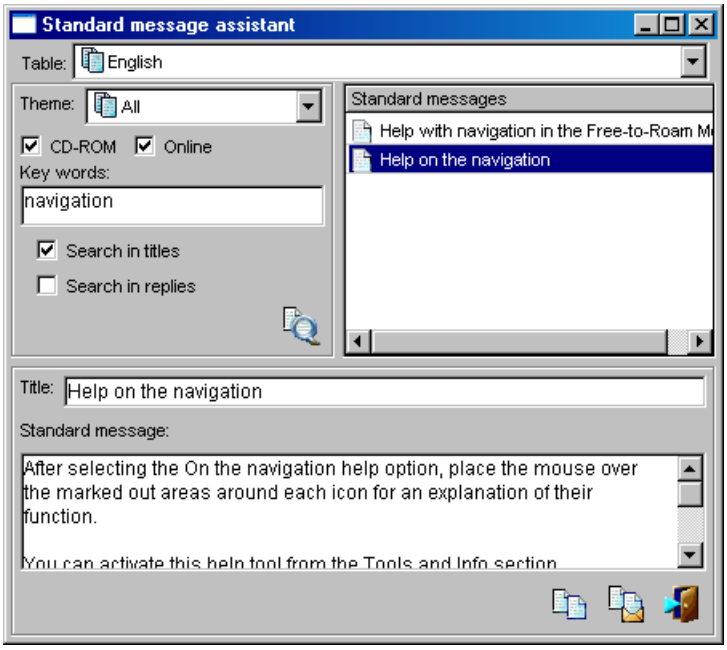
- using **TELL ME MORE®** (for example, start navigation Help using the Tools and Info menu situated in the top right hand corner of your screen. When this is done, place the cursor in the box surrounding the different navigation buttons to discover their functions);
- grammar rules;
- vocabulary etc.

1. Click on the **Standard message assistant** icon .




2. Select firstly the table, and then the theme, for which you wish to search for the standard message(s).
   The list of standard messages corresponding to your choice is then displayed.
   ***Note:***
   *If you don't know under which theme the standard message is filed, you can search by keyword. The keyword can be found in the title of the standard messages or in the standard message text.*
3. Select the standard message. The content will be displayed in the **Standard message** window.
4. Click on the icon **Copy the response directly into the message** .
   You can decide not to copy the standard message directly into the message, but to copy it to the clipboard by clicking on the icon **Copy reply to clipboard** . This allows you to copy the standard message into another application.
5. Click on **Quit** in order to quit the Standard message assistant.
   ***Note:***
   *If you wish to attach a file Learning Path, file, etc.), consult the section entitled **To attach a file**.*
6. Click on **Send the reply** .

## To attach the results of a language test or a Detailed Report

Tutors can receive an automatic message with a student's language test results or Detailed Report as an attached file in their **Inbox**.

1. Double-click on the message-line in the Inbox.
   You will then be automatically transferred to the **Reply to student** feature in the **Student** file.
2. You can click on the icon **Attached files** to view the Placement Test results or the Detailed Report.
3. For Placement Test results, go straight to point 4.

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For a Detailed Report, click on the icon **Add a comment** . Type in the comment; it will be added to the bottom of the HTML file. Confirm by clicking on the green tick. Go to point 5.

4. Type your comment into the **Reply** box.

5. Click on the icon **Send the reply** .
The file, including the results of the Placement Test or the Detailed Report, will be added to the message sent to the student.

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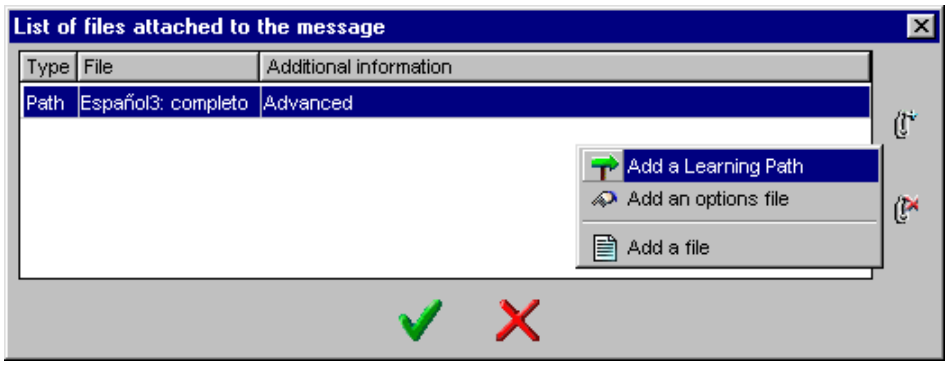
# To attach a file

You can add attachments to messages using **Tutor Tools**.
The attachments can take the form of:
- a Learning Path;
- an options file,
- any other form of file.

1. Click on the icon **Attached elements** on the **Reply to student** screen.




2. Click on the icon **Attach a new element**.
3. Select the type of attachment you wish to add, then the specific element. To attach a Learning Path, refer to the **To attach a Learning Path** section. To attach an options file, consult the **To attach an options file** section.
4. Confirm by clicking on the green tick.
   ***Note:***
   *While writing the message, you can consult the list of elements that you have attached to the message at any time by clicking on the icon* ***Attached elements****, the form of which changes when elements have been attached to the message.*
5. Click on the icon **Send the Reply**.
   When you click on **Send the reply**, the message you have just sent will be transferred from the **Inbox** to the **Mailbox history**. Messages remain in the **Inbox** until they have been dealt with.

***Note:***
*Learning Paths and options files are not sent in the form of attachments. They are merely updated when the student connects to* ***TELL ME MORE®****. A message containing these types of files is stored in the* ***Mailbox history*** *without the attachment symbol (a paper clip).*

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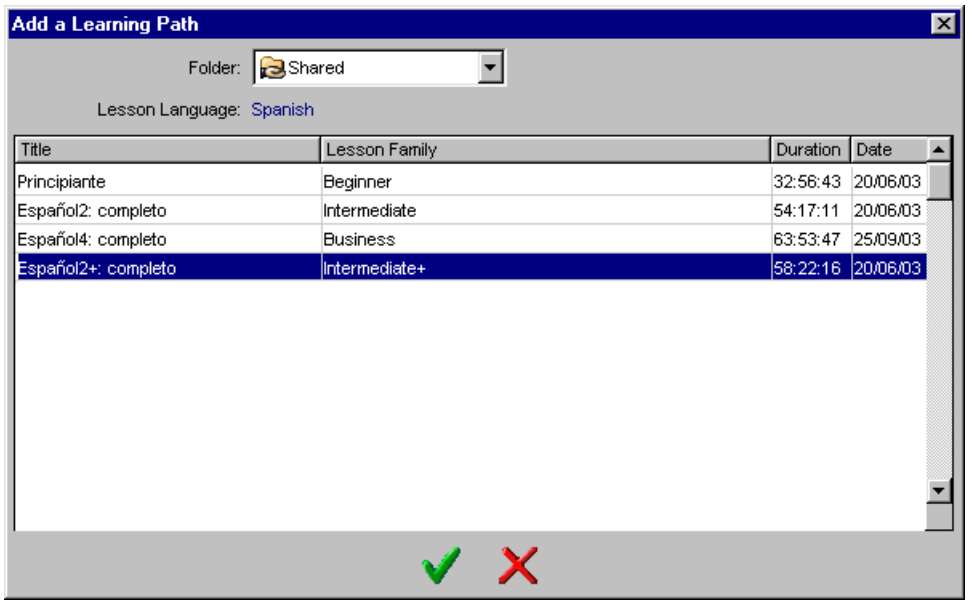
## To attach a Learning Path




1. Select the folder (**Shared** or **Personal**) in which the Path to be attached is situated.
2. Select the Path from the list, then confirm by clicking on the green tick.
3. Go to point 4 in the **To attach a file** section.

## To attach an options file

You must have already created an options file. To know more about this, consult the **Options manager/To create an options file** section.

1. Select the file (file with the extension **.ini**).
2. Click on **Open**.
3. Go to point 4 in the **To attach a file** section.

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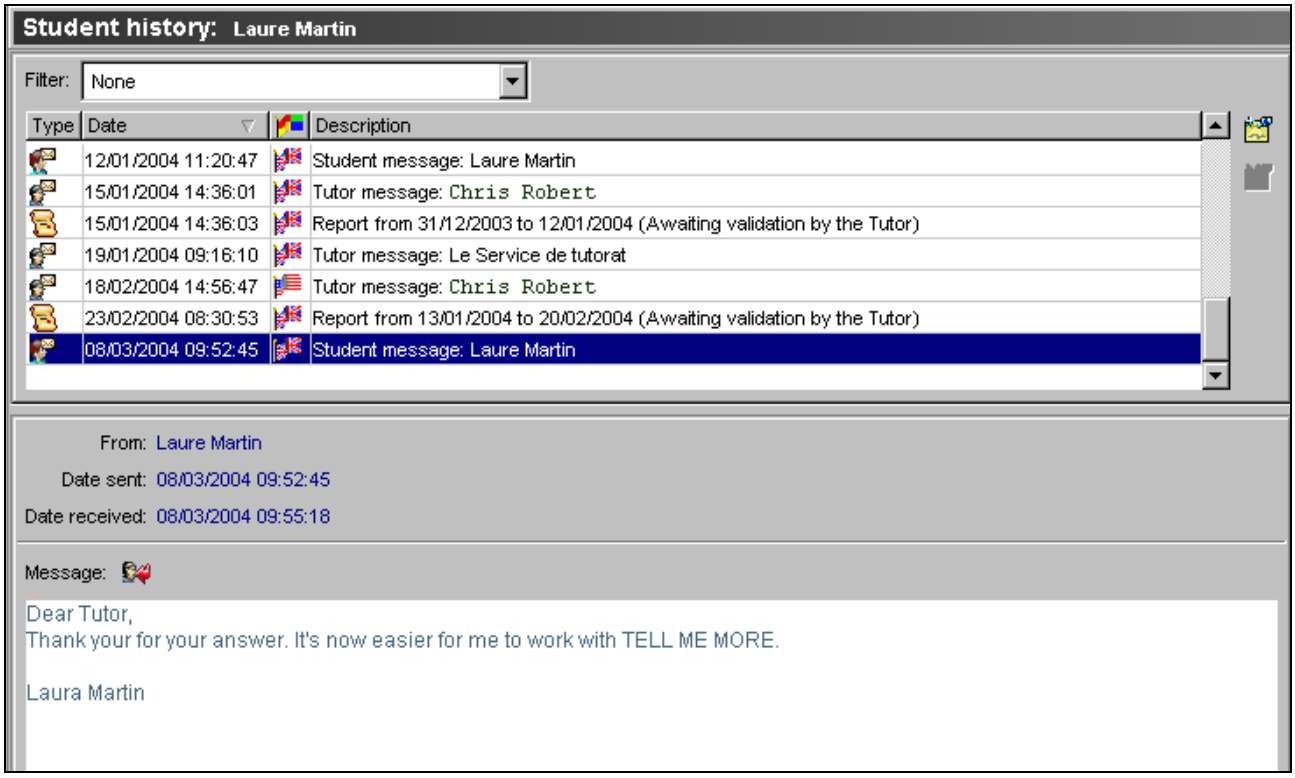
# History

Select the **History** function in the **Student** folder.

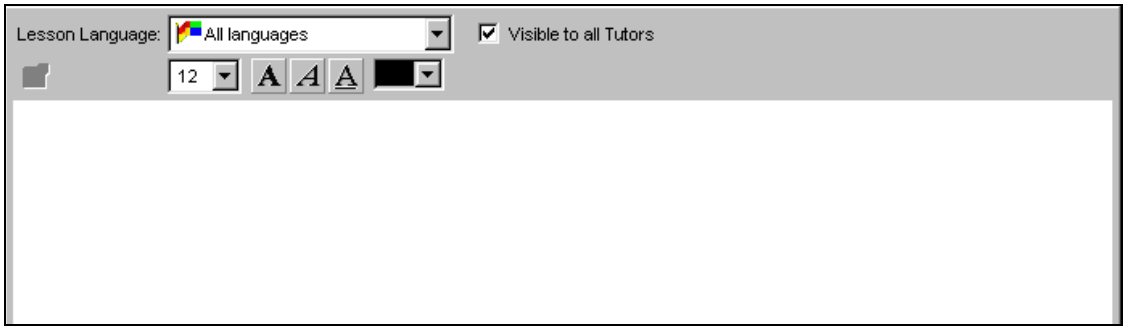

Student history: Laure Martin
Filter: None
Type
Date
Description
12/01/2004 11:20:47 Student message: Laure Martin
15/01/2004 14:36:01 Tutor message: Chris Robert
15/01/2004 14:36:03 Report from 31/12/2003 to 12/01/2004 (Awaiting validation by the Tutor)
19/01/2004 09:16:10 Tutor message: Le Service de tutorat
18/02/2004 14:56:47 Tutor message: Chris Robert
23/02/2004 08:30:53 Report from 13/01/2004 to 20/02/2004 (Awaiting validation by the Tutor)
08/03/2004 09:52:45 Student message: Laure Martin
From: Laure Martin
Date sent: 08/03/2004 09:52:45
Date received: 08/03/2004 09:55:18
Message:
Dear Tutor,
Thank your for your answer. It's now easier for me to work with TELL ME MORE.
Laura Martin

1. You have the option of filtering the elements that you wish to see displayed in the history.
   This screen allows you to display all:
   - the messages exchanged with the students. You can then sort again by message type (**Messages received** or **Messages sent**), then by lesson language;
   - Placement Tests (results);
   - Detailed Reports;
   - Comments.
2. Select a line to display the selected element's contents.

## To add a comment

This function allows you to enter a comment (for example: notify regarding a technical intervention on the student's workstation).

1. Click on the icon **Add a comment** .
   A text box will appear at the bottom of the window.

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2. Select the lesson language if the comment only applies to one lesson language.
   If not, select **All languages**.
3. If you wish the comment to remain confidential, remove the tick from the **Visible to all Tutors** box by clicking on it.
4. Enter the text.
   A certain number of icons allow you to modify the style of your message. Select the text you wish to modify and click on the different icons to modify the font size and colour, as well as the style (bold type, italics or underlined).
5. Click on the icon **Save comment** .

## To delete a comment

***Note:***
*You can only delete a comment within 24 hours of its creation and only if it was written by you. After this period, the comment will remain in the student history indefinitely.*

1. Select the comment you wish to delete from the list.
2. Click on the icon **Delete comment** .

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# THE TOOLS FOLDER

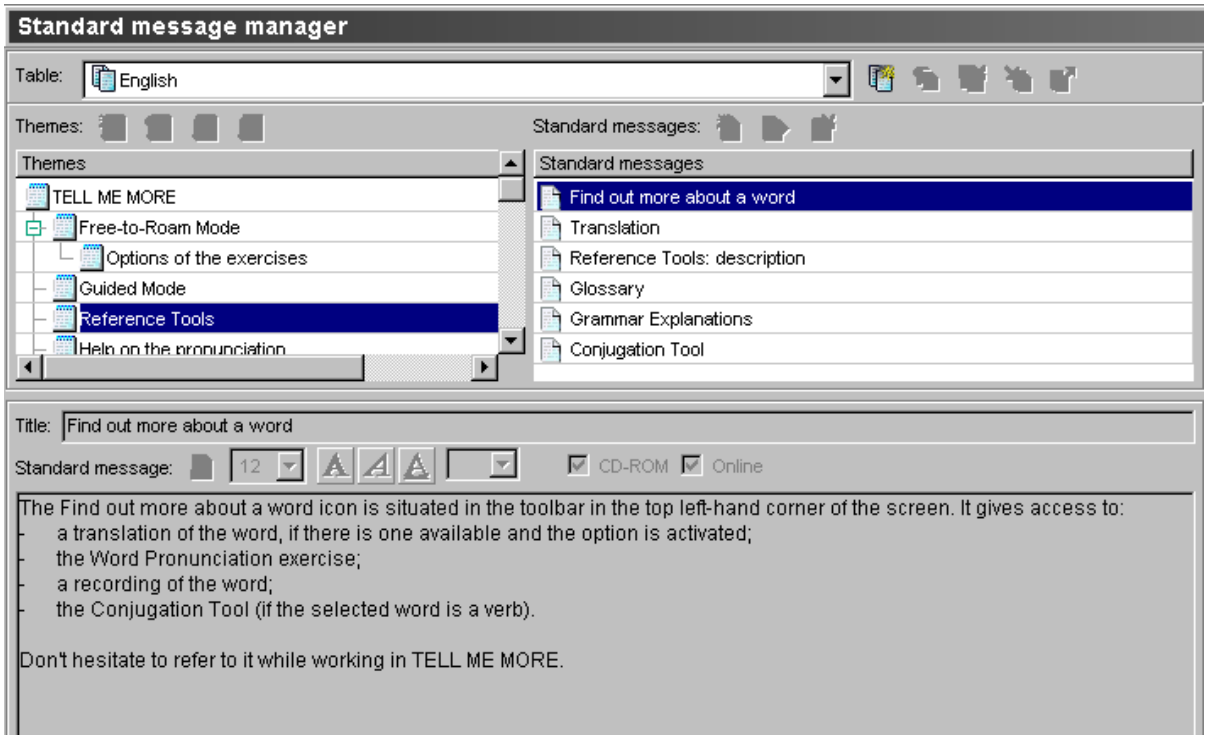
Access to the four Tools available (**Standard message management, Learning Paths, Options Manager** and **Content Printout**) depends upon the access rights defined in **Admin Tools** when your account was created.

## Standard message management

Standard messages are replies to questions that students ask frequently.
Standard messages written by Tutors are filed on the server and can be used at any time by any Tutor on the same local network.
Standard messages can be created independently of the tool and can be imported. They can also be exported from the tool. For further information, consult the section entitled **To import and export standard messages**.

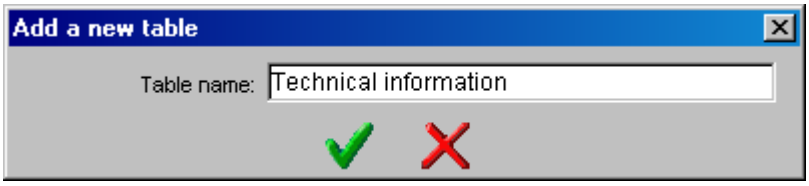
***Note**:*
*Distant Tutors' standard messages are stocked on their workstations; the Tutor is therefore the only person who can use them.*

Select the **Standard message manager** in the **Tools** folder.


Standard message manager
Table:
English
Themes:
Standard messages:
Themes
TELL ME MORE
Free-to-Roam Mode
Options of the exercises
Guided Mode
Reference Tools
Help on the pronunciation
Standard messages
Find out more about a word
Translation
Reference Tools: description
Glossary
Grammar Explanations
Conjugation Tool
Title:
Find out more about a word
Standard message:
12
CD-ROM
Online
The Find out more about a word icon is situated in the toolbar in the top left-hand corner of the screen. It gives access to:
a translation of the word, if there is one available and the option is activated;
the Word Pronunciation exercise;
a recording of the word;
the Conjugation Tool (if the selected word is a verb).
Don't hesitate to refer to it while working in TELL ME MORE.

### To create a standard message table

1. Click on the icon **Add a new standard message table** or select the menu **Standard messages/Add a new standard message table**.




2. Enter the name of the table (example: the name of the language that the standard messages are written in), then confirm by clicking on the green tick.

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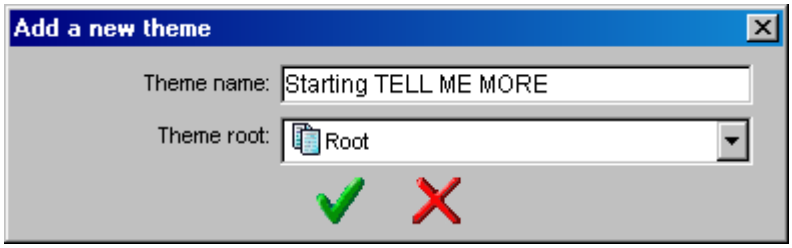
## To add a theme

1. Select the table.
2. Click on the icon **Add a new theme** or select the menu **Standard messages/Add a new theme**.




3. Enter a name for the new theme (example: Polite constructions, Marking system, How to use the exercises, etc.).
4. Select the theme root in which you wish to place the new theme. By default, when the first theme is created, the application will suggest that the theme be placed in the theme **Root**.
5. Confirm by clicking on the green tick.

## To add a standard message

1. Select the table, then the theme.
2. Click on the icon **Add a new standard message** or select the menu **Standard messages/Add a new standard message**.
3. Enter a descriptive name for the standard message, linked to the theme you wish to file it under.
4. Write your message.
5. Click on the icon **Save a standard message**.

## To rename a table/a theme

1. Select the table or theme.
2. Click on the icons **Rename a standard message table** or **Rename a theme**.
3. Type in the new name and confirm by clicking on the green tick.

## To modify a standard message

1. Select the table, then the theme containing the standard message.
2. Select the standard message.
3. Carry out the modifications to the standard message.
4. Click on the icon **Update a standard message** or select the menu **Standard messages/ Add or update a standard message**.

## To export and import standard messages

This function enables, for example, two Tutors who are not working on the same local network to send standard messages via e-mail. One Tutor can export standard messages into a text file, which can then be sent to another Tutor who can use the import feature in order to integrate the standard messages into the database.

You can also export a theme from one table in order to import it into another.

### To export standard messages

1. Select the table of the theme you wish to export.
2. Click on the icon **Export standard messages** or select the menu **Standard messages/Export standard messages**.

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3. Select the theme you wish to export, then confirm by clicking on the green tick.
4. Enter a name for the file and save it.

***Note**:*
*When you export standard messages from a theme, all standard messages in the sub-themes are also exported. By exporting from the root, you export all the standard messages in a table.*

### To import standard messages

It is possible to import a file which has previously been exported.

1. Select the table.
2. Click on **Import standard messages** or select the menu **Standard messages/Import standard messages**.
3. Select the file (file with the extension **.az7**), then click on **Open.**
   A message will inform you that the standard messages have been imported successfully, and the file will be added to the list of themes, with all the standard messages.

## To remove a standard message

1. Select the standard message, following the process described in the **To modify a standard message** section.
2. Click on the icon **Remove a standard message** or select the menu **Standard messages/Remove a standard message**. A message will ask you to confirm this.
3. Confirm by clicking on the green tick.

## To move standard messages

You can move standard messages from one theme to another. It is possible to move one or more standard messages, or even to move an entire theme.

### To move one or more standard messages

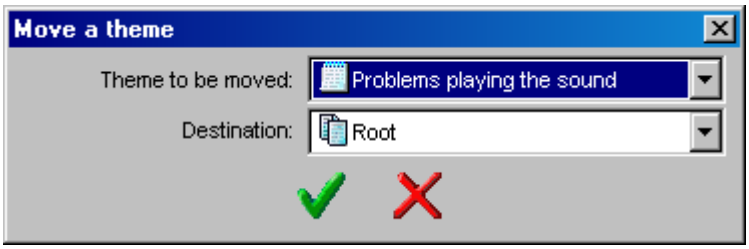
1. Select the standard message, following the process as described in the **To modify a standard message** section.
2. Click on the icon **Move one or more standard messages** or select the menu **Standard messages/ Move one or more standard messages.**

3. Select the new destination theme.
4. Confirm by clicking on the green tick.

### To move an entire theme

You can move all the standard messages in one theme to another. The theme you move will become a sub-theme of the destination theme.

1. Select the theme you wish to move.
2. Click on the icon **Move a theme** or select the menu **Standard messages/Move a theme**.

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3. Ensure that the theme displayed under **Theme to be moved** is correct.
4. Select the **Destination** theme.
5. Confirm by clicking on the green tick.

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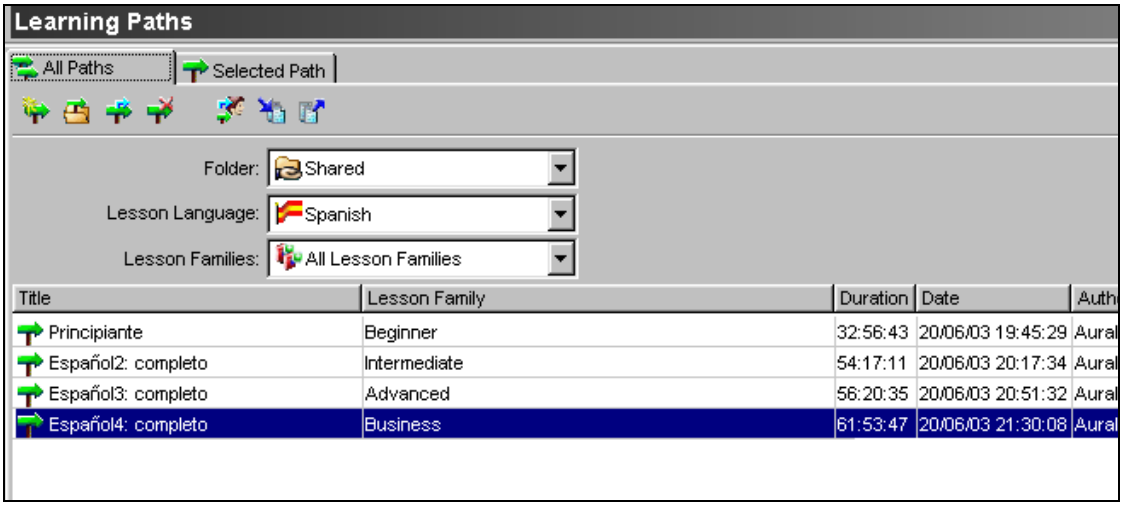
# Learning Paths

A Learning Path is made up of a combination of lessons and activities.
You can:
- open/modify a Learning Path;
- create a Learning Path;
- save a Path;
- transfer, import, export one or several Paths.

Select the function **Learning Paths** in the **Tools** folder.




On the **All Paths** tab, you can view the list of Learning Paths contained in:
- the **Personal** folder: this contains all the Tutor's personal Paths (only accessible by the Tutor);
- the **Shared** folder: this contains all the Paths shared between all Tutors. During the installation of **TELL ME MORE® e-Learning solutions**, all the Paths copied and accessible to students by default are copied into this folder.

## To open a Learning Path

1. Select the **All Paths** tab, the folder type, the lesson language and Lesson Family to display the list of Paths concerned.
2. Double-click on the Path to open it.
   The Progress Chart corresponding to all lessons and activities of the Path opens. The name of each activity is displayed when the cursor is placed over the corresponding box.

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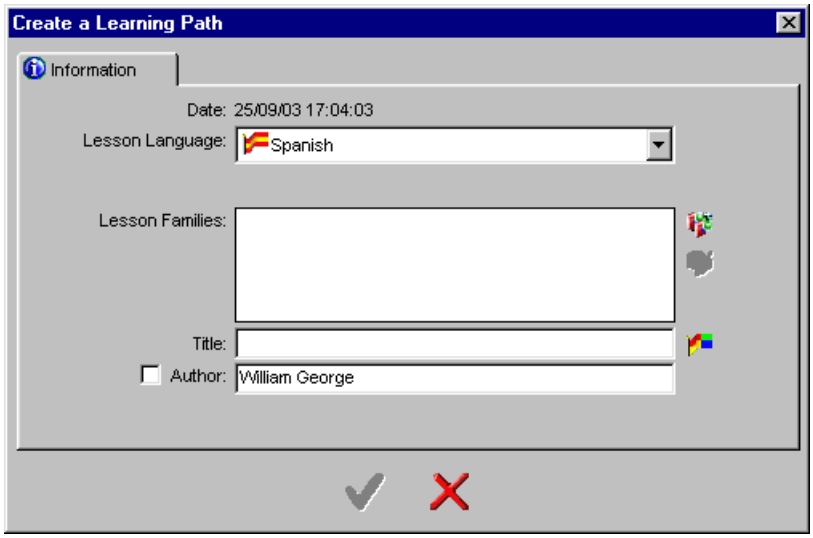
# To create a Learning Path

1. Click on the icon **Create a learning path** .




Define:
1) the general information regarding the Learning Path;
2) the activity groups.

## To define a Learning Path's general information

1. Select the lesson language from the drop-down menu.
   **Note**:
   You only have access to the lesson language(s) you teach, for which the content is accessible (i.e. lessons stored on your hard drive, access by CD-ROM or by network).
2. Click on the icon **Add a Lesson Family** .

3. Select the Lesson Family concerned, then confirm by clicking on the green tick.
   The **Activity group** tab appears.
   **Note:**
   If you wish to create a Learning Path with lessons belonging to several Lesson Families, you must select the Lesson Families individually by repeating the above procedure.
4. Enter a title.
5. If you wish to translate the Path title, consult the **To translate the title and add a Learning Path description** section. If not, consult the **To define activity groups** section.

### *To translate the title and add a Learning Path description*

***Note:***
*By default, the Learning Path title is in the interface language in **TELL ME MORE**®. If the title does not exist in this particular language, the title displayed will be the same as that entered in the **Title** field on the **Information** tab.*

1. Click on the icons **Title translations and Path description** .

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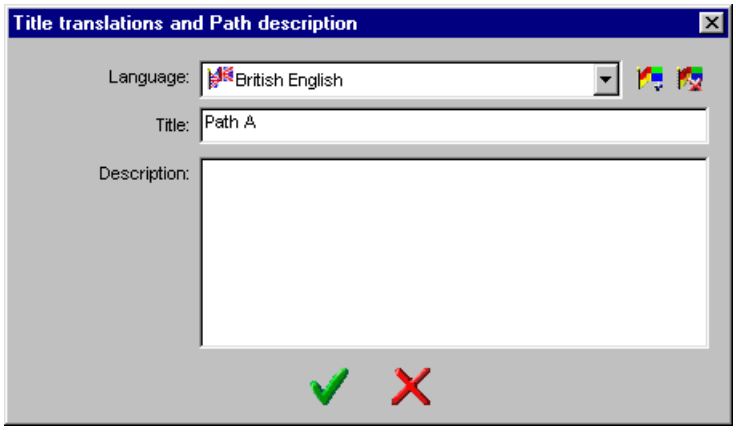
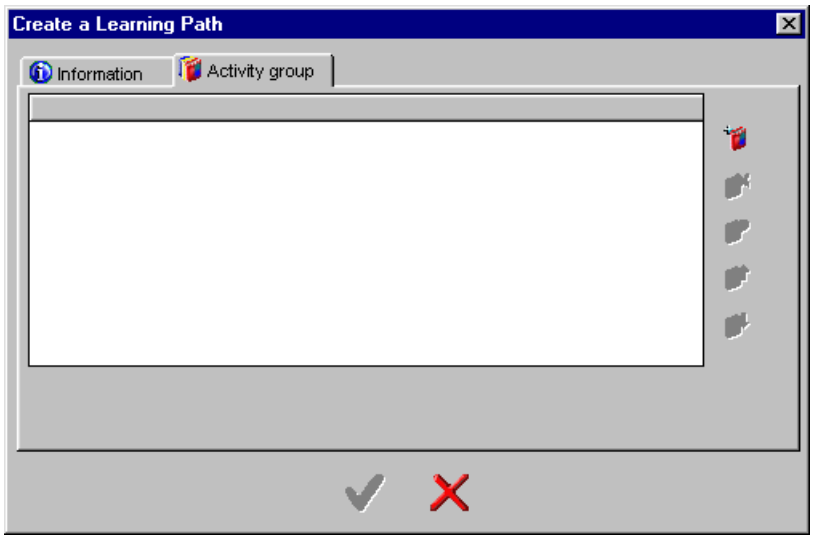



2. Click on the icon **Add a translation language** .
3. Select the language.
4. Translate the title and write the Path description (optional). Then confirm by clicking on the green tick.

## To define activity groups

An activity group represents a line in a Learning Path (maximum authorised: 18 lines and 30 activities per line).

1. Click on the **Activity group** tab.




2. Click on the icon **Add an activity group** .
3. You can also copy / paste an activity group that has already been added to the Path; this is optional.

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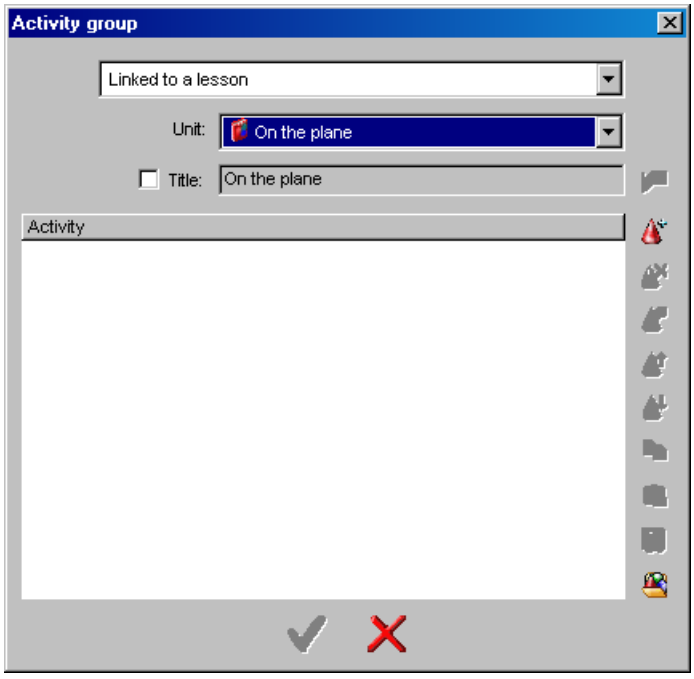
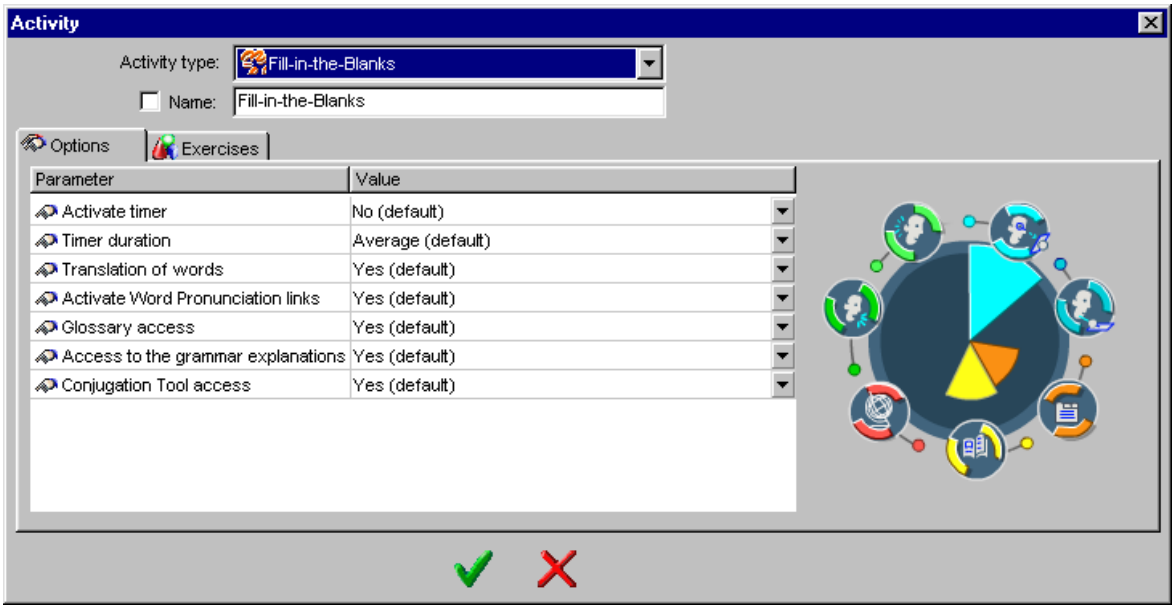



4. You can then choose either:
   - to select the **Linked to a lesson** option if you wish to include activities linked to a particular lesson, then select the relevant lesson;
   - to select the **Not linked to a lesson** option if you wish to include activities linked to a particular level (Beginner, Intermediate, Advanced, Business).
5. Tick the **Title** box (by clicking on it) if you wish to modify the activity's name.
6. Click on the icon **Add a new activity** .




7. Select an activity type for which you must:
   check or modify the options defined by default;
   select the exercises.
   On the right side of the screen, you can view the skills the activity develops.
8. Tick the **Name** box (by clicking on it) if you wish to modify the activity's name.

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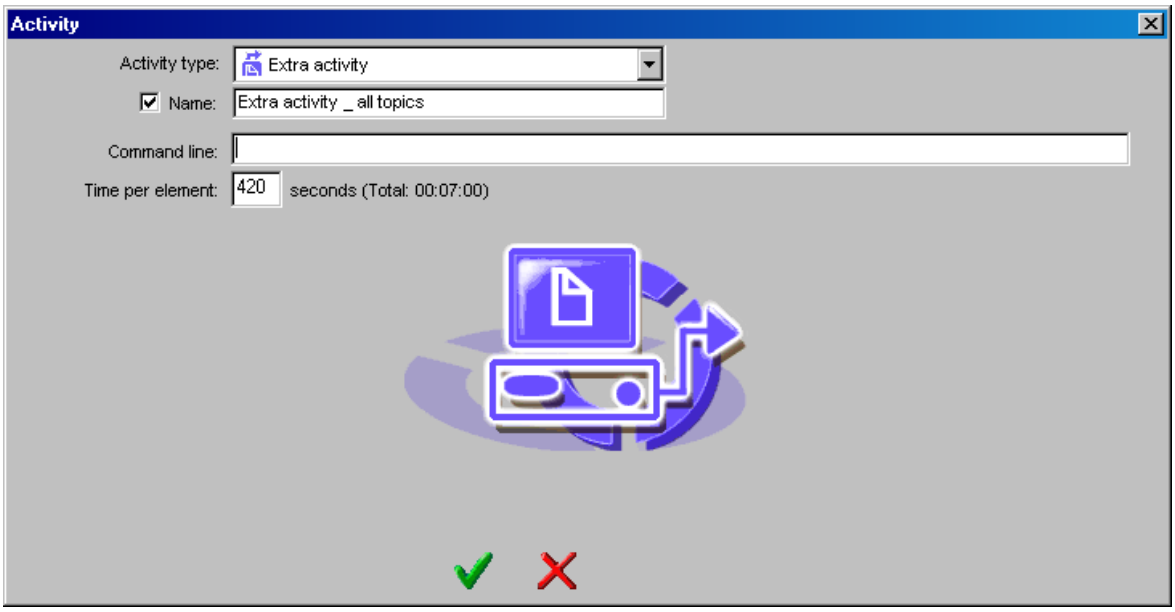
### To add an extra activity

You can add a link to an activity outside TELL ME MORE® by selecting **Extra activity** in the **Activity type** list.




1. Tick **Name** to modify the title of the extra activity.
2. Enter the link towards the activity in the **Command line** file. This link must be URL accessible from the student's workstation (Internet site, html page etc.).
3. Select the time (in seconds) that must be spent on the activity so that it may be considered as successfully completed.

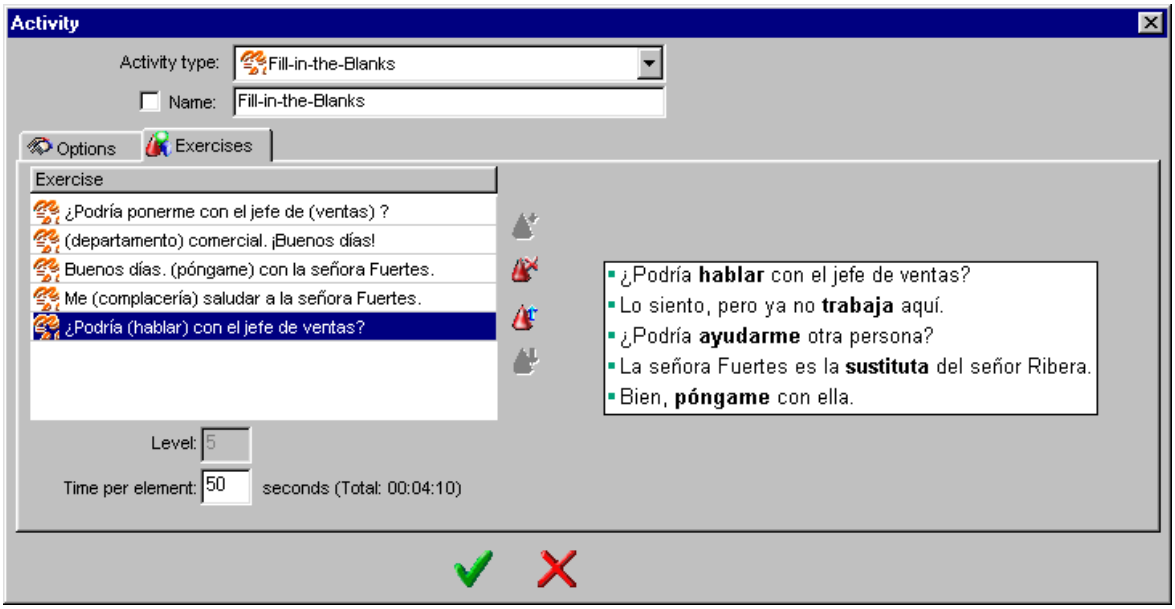
### To modify the activity options

To know more about the options, consult the table in the **Appendix**.

Click on the **Value** field, then select the new value.

### To select the exercises

1. Click on the **Exercises** tab.

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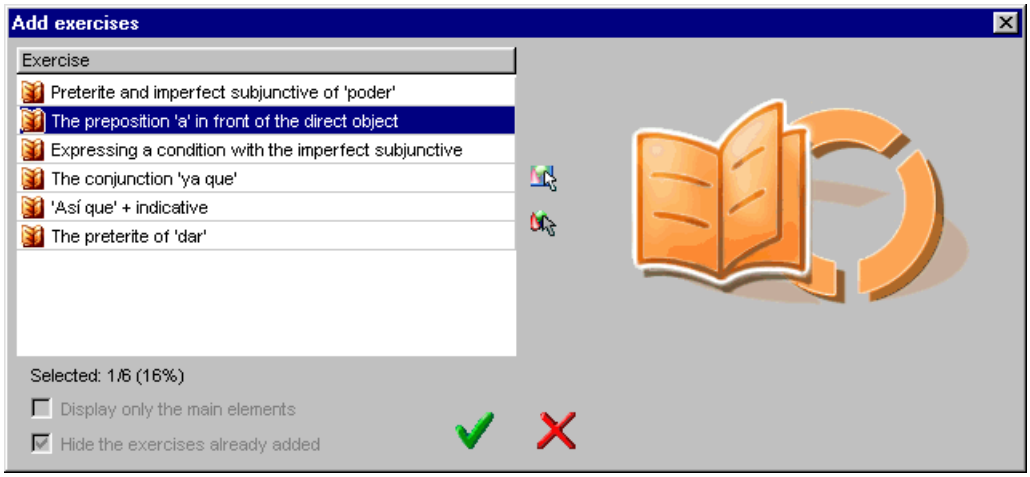
By default, all the exercises available for the lesson activity or the level selected are displayed. By selecting the title or the first element of an exercise on the left side of the screen, you can view the entire text of the exercise on the opposite side.
Also displayed are:
- the **Level**, that is the number of elements to complete in order to move on to the next activity.
- the **Time per element**, i.e. the number of seconds required to complete the exercise, as well as the overall time taken to do all the exercises.

2. If you wish to limit the activity to certain exercises only, select the different exercises you wish to exclude from the Learning Path, then click on the icon **Delete exercises selected** .
3. You can also modify the order in which the exercises will be displayed to the student. Select one or more exercises, then click either on the icon **Move the exercises selected up** , or the icon **Move the exercises selected down** .
4. You can add any deleted exercises by clicking on the icon **Add an exercise** .


Add exercises
Exercise
Preterite and imperfect subjunctive of 'poder'
The preposition 'a' in front of the direct object
Expressing a condition with the imperfect subjunctive
The conjunction 'ya que'
'Así que' + indicative
The preterite of 'dar'
Selected: 1/6 (16%)
Display only the main elements
Hide the exercises already added

Select the deleted exercise(s) you wish to add, then confirm by clicking on the green tick. If you put the same activity into a Path activity group twice and you wish to reuse the exercises already selected, you must remove the tick from the **Hide the exercises already added** box.

***Note:***

*If you wish to add all the exercises again, click on the icon **Select all** , then confirm by clicking on the green tick.*

5. Confirm by clicking on the green tick.

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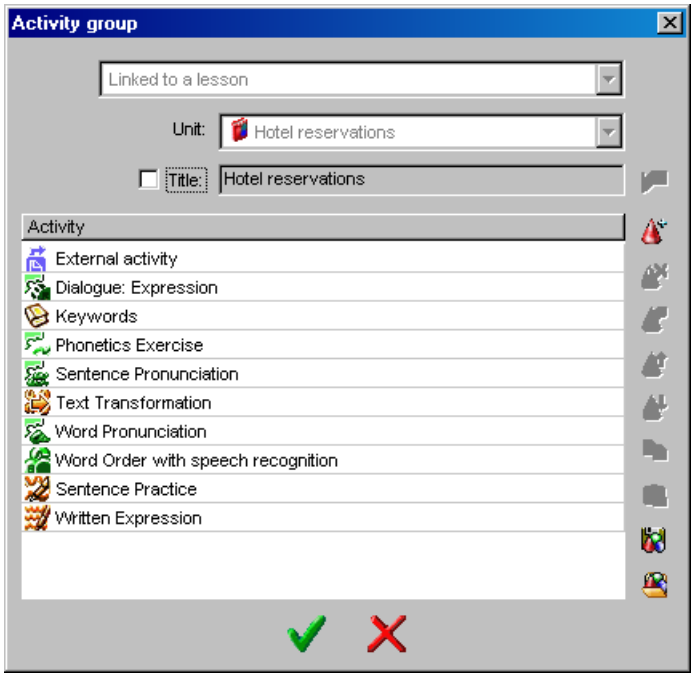


6. Various icons allow you subsequently to reorganise the activity group by:
   - adding a new activity ;
   - copying /pasting an activity already included in an activity group;
   - deleting an activity ;
   - modifying an activity ;
   - moving an activity up or down .
7. Optional: click on the icon **Save the template** in order to save the created activity group and to be able to re-use it in other Paths.
8. Confirm by clicking on the green tick.

## To transfer a Learning Path to one or more student folders

***Note**:*
*This function is not available if the Tutor and/or the student is distant.*

Once a Learning Path has been selected or created, you can transfer it to one or more students.

1. Click on the icon **Transfer the Path to student file(s)** .
   If the Learning Path has recently been created, it must be saved before being sent. For more details, consult the **To save a Learning Path** section.

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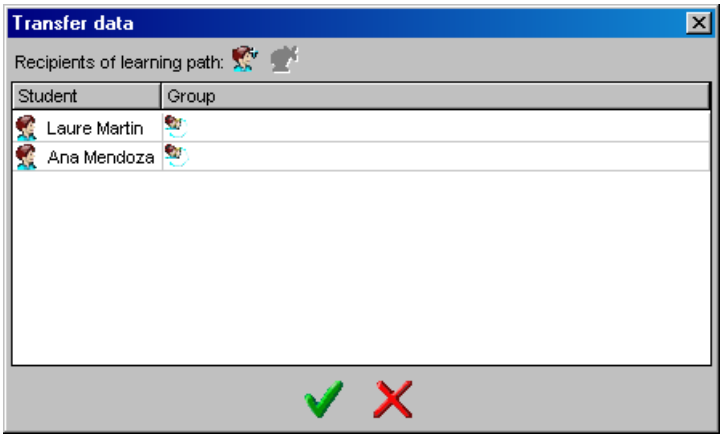
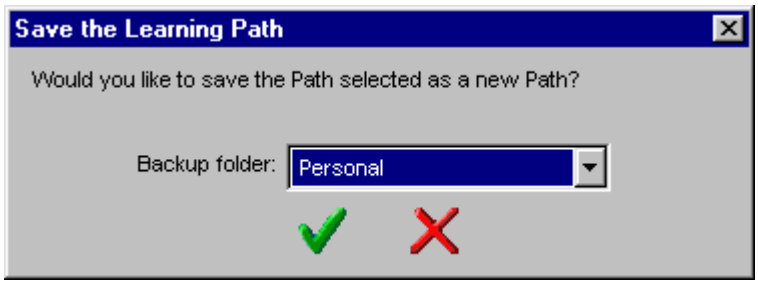



2. Click on the icon **Select student(s)** .
   The **Students in the database** window appears.
3. From the student database, select the student(s) to whom you wish to send the Learning Path, then confirm by clicking on the green tick.
4. Confirm by clicking on the green tick.

## To save a Learning Path

1. Click on the icon **Save the learning path** .




2. Select the folder in which you wish to save the Learning Path.
   You have two choices:
   - to save it in the **Personal** folder: which contains the Paths you have created and to which only you have access;
   - to save it in the **Shared** folder: which contains all the Paths available to all Tutors on the network (standard Learning Paths, Educational Paths and Paths created and saved in the **Shared** folder).

## To transfer a Learning Path from one folder to another

***Note**:*
*This function is not available for distant Tutors.*

You can subsequently change the folder in which the Learning Paths are stored.

1. Select the **All Paths** tab, the type of folder, the lesson language and Lesson Family concerned to display the list of Paths.
2. Select the Learning Path(s).
3. Click on the icon **Move the Path(s) selected to the 'Shared' folder** (or **Move the Path(s) selected to the 'Personal' folder**) according to where you wish to place the Path.

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# To export/import a Learning Path

## To export Learning Paths

1. Select the Learning Path(s).
2. Click on the icon **Export** .
   - If you have selected only one Path, enter the name of the Learning Path (a file with the extension **.al7**), then click on **Save.**
   - If you have selected more than one Path, select the directory in which you wish to copy the Paths, then confirm by clicking on the green tick.

## To import Learning Paths

1. Click on the **All Paths** tab.
2. Click on the icon **Import** .
3. Select Path(s) you wish to import (Remember: a Learning Path is a file with the extension **.al7**), then click on **Open**.
4. State the folder (**Personal** or **Shared**) where you wish to save the Paths.
   The Learning Path(s) imported will be added to the list.

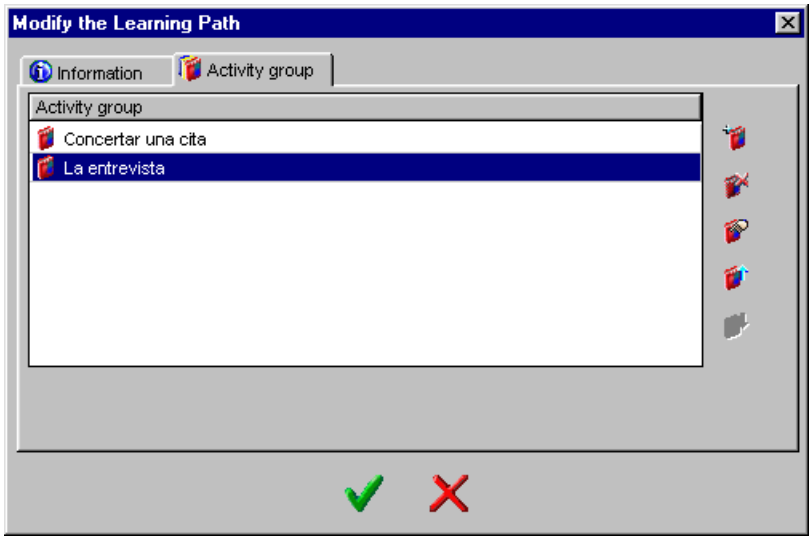
# To modify a Learning Path

You can:
- modify, move, add or remove an activity group or activity;
- modify, add or remove a translation of the Path's title.

1. Select the **All Paths** tab, the type of folder, the lesson language and Lesson Family concerned to display the list of Paths.
2. You have the option of clicking directly on the activity group or the activity within the Progress Chart that you wish to modify.
   If you wish to modify the title, the Lesson Families etc. go to point 3.
3. Select the Path you wish to modify, then click on **Modify the Learning Path** .

## To modify an activity group

1. Click on the **Activity group** tab.




You can then:
- add an activity group;

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- modify an activity group;
- remove one or more activity groups;
- move an activity group up or down.

### *To add an activity group*

1. Click on the icon **Add an activity group** .
2. Go to point 3 of the **To create a Learning Path/To define activity groups** section.

### *To modify an activity group*

1. Select the activity group you wish to modify, then click on **Modify the activity group** .
2. Go to point 3 of the **To create a Learning Path/To define activity groups** section.

### *To remove an activity group*

1. Select the activity group(s) you wish to remove, then click on **Remove activity group(s)** .

### *To move an activity group*

1. Select the activity group that you would like to move.
2. Then either click on the icon **Move activity group up** (the line will move up one space, corresponding to a move one space to the left in the **Progress Chart**), or on the icon **Move activity group down** (the line will move down one space, corresponding to a move one space to the right in the **Progress Chart**).

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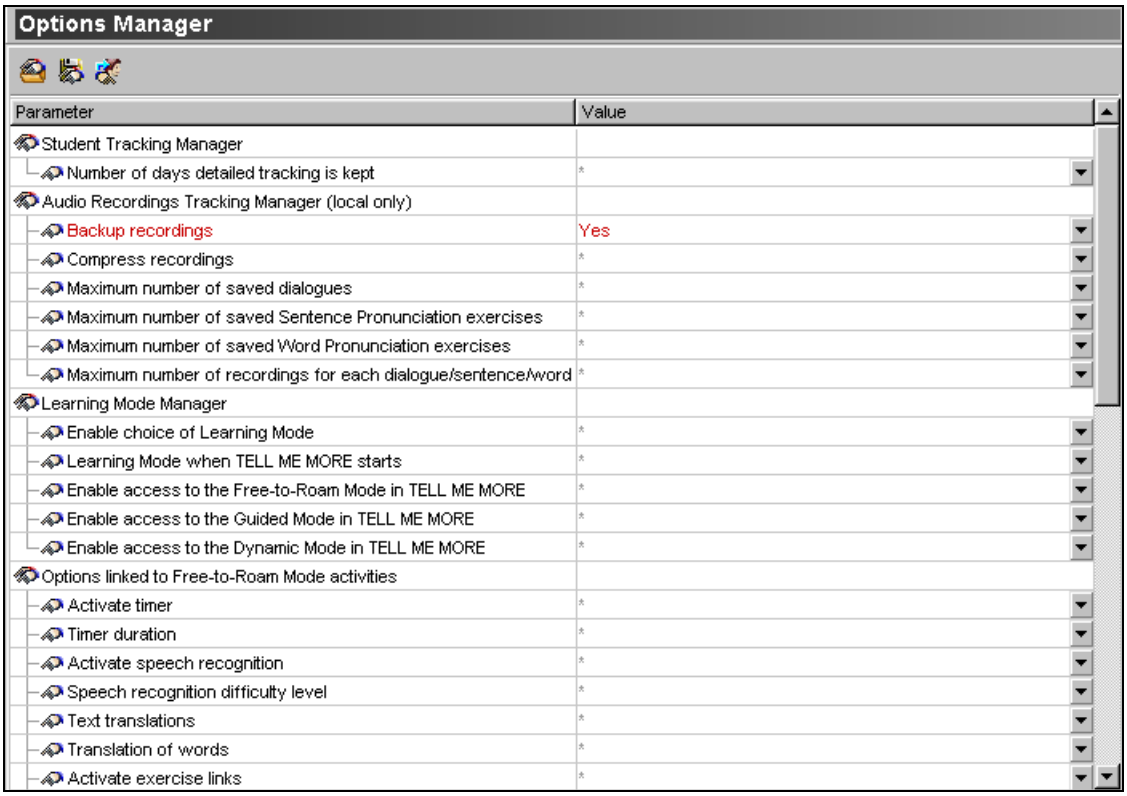
# Options Manager

This function enables the creation of various TELL ME MORE ® options files that you can transfer directly to students or attach to messages.

Select the function **Options manager** in the **Tools** folder.


Options Manager
Parameter
Value
Student Tracking Manager
Number of days detailed tracking is kept
Audio Recordings Tracking Manager (local only)
Backup recordings
Yes
Compress recordings
Maximum number of saved dialogues
Maximum number of saved Sentence Pronunciation exercises
Maximum number of saved Word Pronunciation exercises
Maximum number of recordings for each dialogue/sentence/word
Learning Mode Manager
Enable choice of Learning Mode
Learning Mode when TELL ME MORE starts
Enable access to the Free-to-Roam Mode in TELL ME MORE
Enable access to the Guided Mode in TELL ME MORE
Enable access to the Dynamic Mode in TELL ME MORE
Options linked to Free-to-Roam Mode activities
Activate timer
Timer duration
Activate speech recognition
Speech recognition difficulty level
Text translations
Translation of words
Activate exercise links

## To create an options file

***Note:***
*The **Value** field of each option is empty by default.*
*To create a set of options, select values (from the range available) for each of the options. You can only select a limited number of options.*

1. Enter or select a value by clicking on the **Value** field.
   For a detailed description of the options, consult the table in the appendix.
2. You can choose either:
   to save the options file: consult the **To save an options file** section;
   to transfer the options file to students: consult the **To transfer an options file to one or more student folders**.

## To save an options file

1. Click on the icon **Save options file** or select the menu **Options/Save options file** having chosen the values required.
2. Enter a name for the options file and click on **Save** (the file has the extension **.ini**).

## To open an options file

1. Click on the icon **Open an options file** or select the menu **Options/Open an options file**.
2. Select the required options file (file with the extension **.ini**) and click on **Open**.
   The options file will be displayed.

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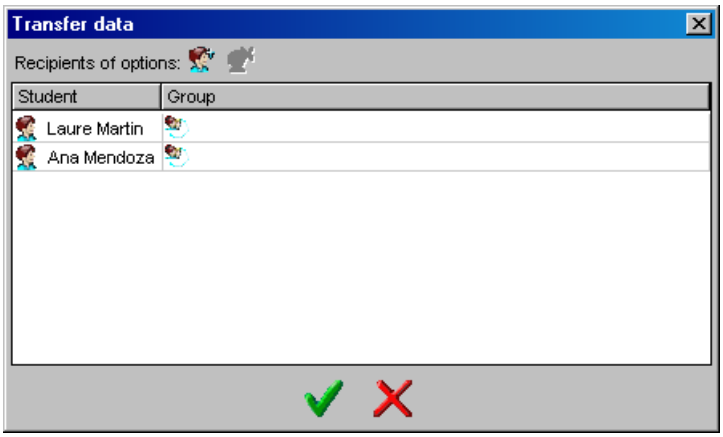
You can then modify it (consult the **To create an options file** section) or transfer it (consult the **To transfer an options file to one or more student folders** section).

## To transfer an options file to one ore more student folders

***Note:***
*This function is not available if the Tutor and/or student is distant.*

1. Open the options file you wish to transfer (consult the **To open an options file** section).
2. Click on the icon **Transfer the options to one or more student files** .




3. Click on the icon **Select one or several student(s)** .
4. Select the student(s) to whom you wish to send the options file and confirm by clicking on the green tick.
   **Note:**
   You can find the options file you sent to a student by opening the **Student** folder and clicking on the **Options** tab of the **Student file**.

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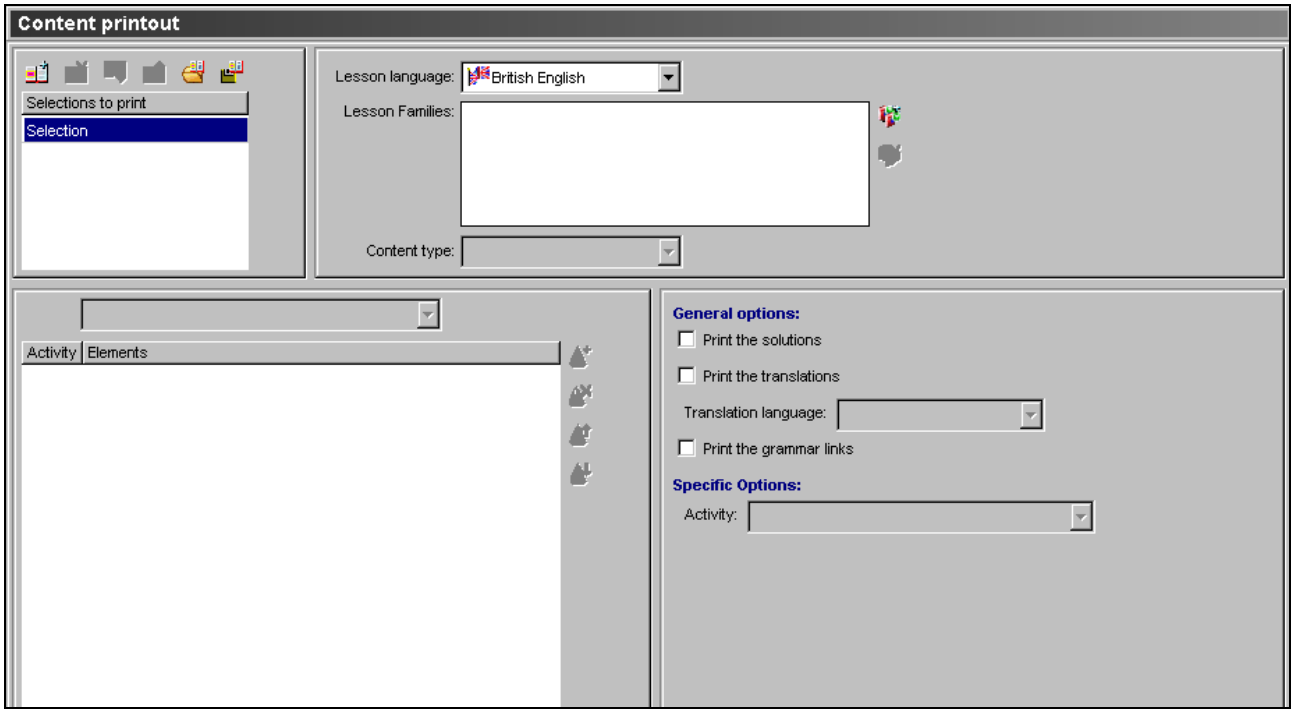
# To print the linguistic and pedagogical content

**Content Printout** enables you to select all or part of the linguistic and pedagogical content of **TELL ME MORE®** and print it. You can, for example:
- print the activities without the answers, allowing students to complete the activities on paper;
- print the contents of the Glossary and Grammar to act as support materials.

***Note:***
*You must have access to lessons (copied on your hard disk or accessible by the network or CD-ROM) to be able to print their contents.*

Select the function **Content Printout** in the **Tools** folder.




## To define the selection content

When the window opens, a selection is displayed by default. You must therefore define its contents.

1. Select the **Lesson language** for which you wish to print the linguistic and pedagogical content you wish to print (Remember: you only have access to the languages you teach).
2. Select the Lesson Family or Families concerned by clicking on the icon **Add a Lesson Family** .
3. Select the **Content type** you wish to print (Activity, Lesson or Culture). For more details, consult the **Content type: Activity**, **Content type: Lessons** or **Content type: Culture** sections.
   The print options vary depending upon the content type selected.

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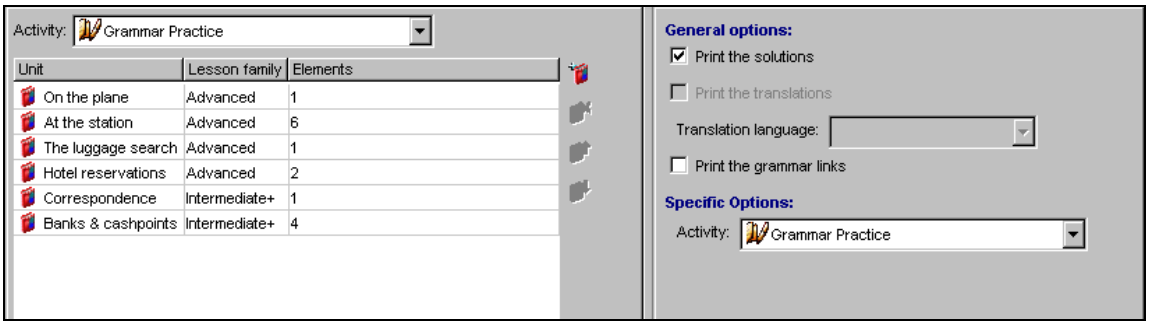
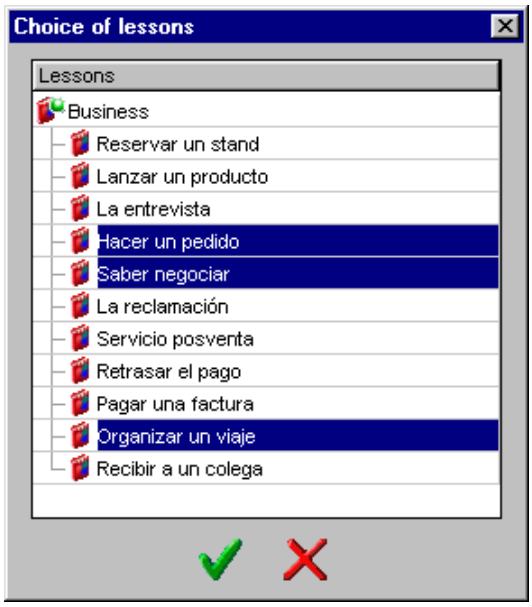
## Content type: Activity




1. Select an activity from the drop-down menu (the selection will take the name of the activity selected).
2. Click on the icon **Add a selection** .




3. Select the lesson(s) for which you wish to print the activities, then confirm by clicking on the green tick.
4. You can define the print options for each of the activities.
   To know more about this, consult the **To define the print options** section.
5. You can modify the selection at any time by changing, moving or removing activities.

For each new activity you wish to print, you need to create a new selection. Therefore, you must repeat the procedure beginning from the start of the **To add a selection** section.

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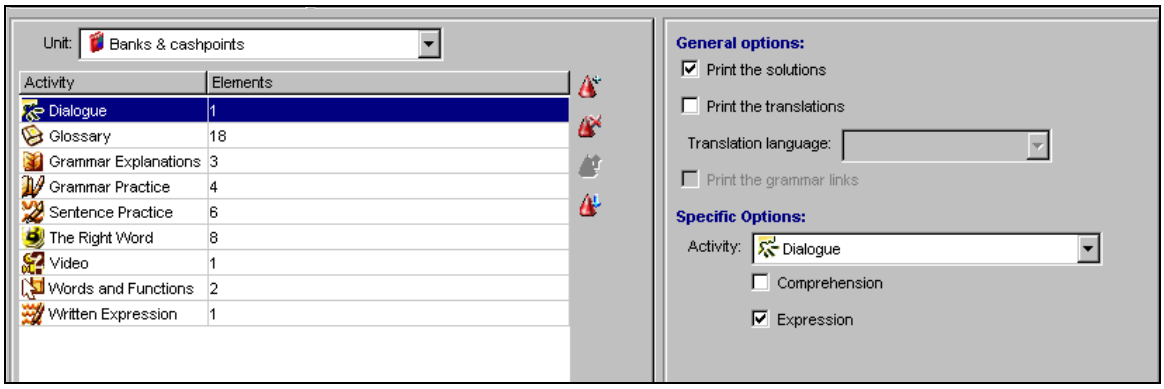
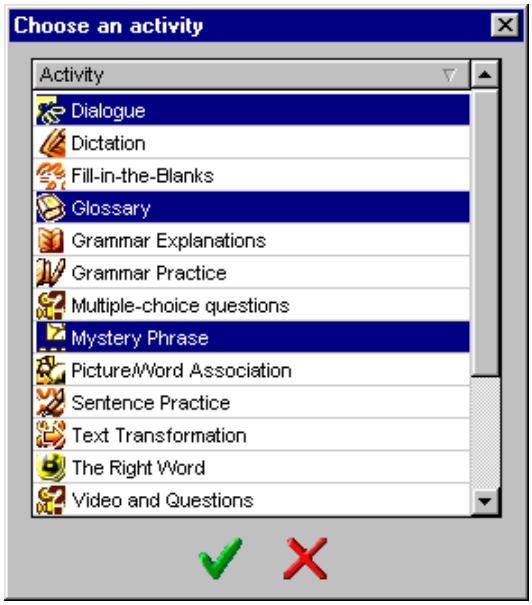
## Content type: Lesson




1. Select the lesson concerned from the drop-down menu (the selection will take the name of the lesson selected).
2. Click on the icon **Add a selection** .




3. Select the activity or activities you wish to print from the selected lesson, then confirm by clicking on the green tick.
4. You can define the print options for each of the activities.
   To know more about this, consult the **To define the print options** section.
5. You can modify the selection at any time by changing, moving or removing activities.

For each new activity you wish to print, you need to create a new selection. Therefore, you must repeat the procedure beginning from the start of the **To add a selection** section.

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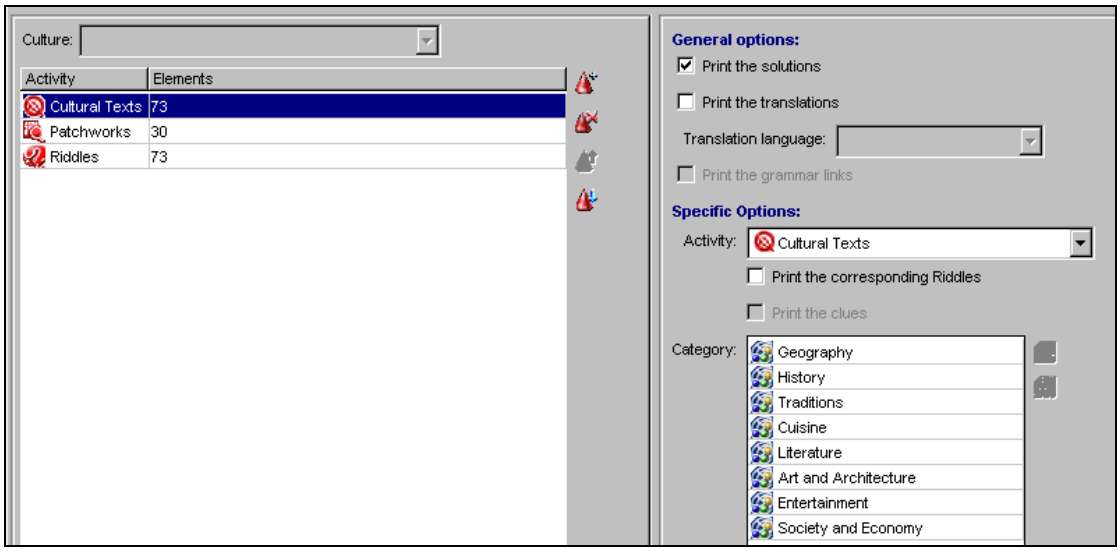
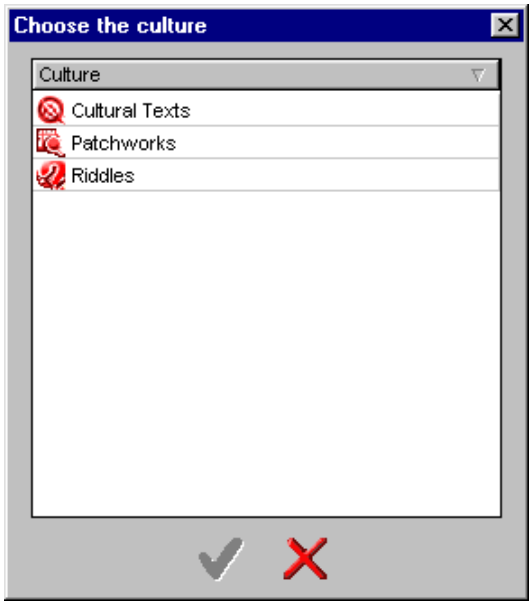
## Content type: Culture




1. Click on the icon **Add a selection** .




2. Select the activity or activities you wish to print, then confirm by clicking on the green tick.
3. You can define the print options for each of the activities.
   To know more about this, consult the **To define the print options** section.
4. You can modify the selection at any time by changing, moving or removing activities.

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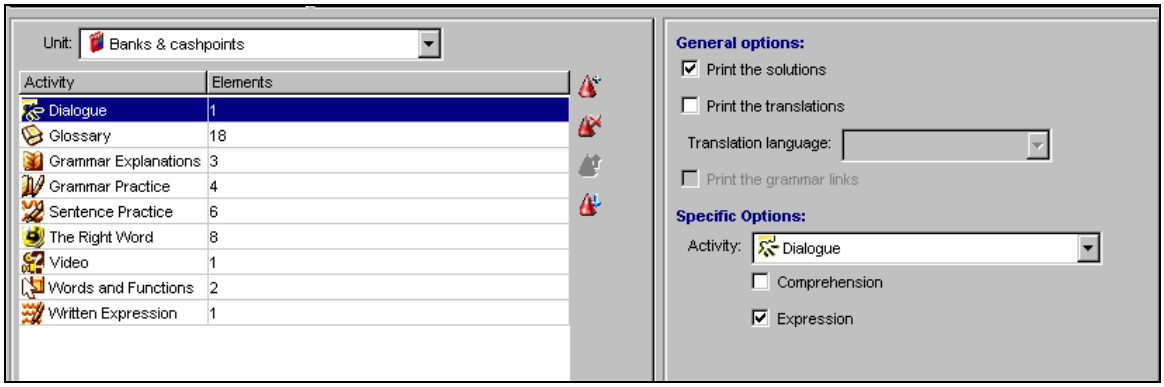
# To define the print options




If you have selected the content type **Activity**, the options are defined for all lessons selected.
If you have selected the Content type **Lesson** or **Culture**, the options are defined for the activity selected.

For each activity, tick the boxes (by clicking on them) on the right side of the screen, according to the options available (General Options and Specific Options) and the content you wish to print.

For a detailed description of the print options, consult the tables in the appendix.

# To add a selection

1. Click on the icon **Add a selection** .
2. Go to point 1 of the **Define the content of a selection** section and follow the instructions.

# To print selections

1. Before printing, you can open a print preview of the document created by clicking on the icon **Print preview** in the toolbar. The print preview includes all the selections.
2. You can also check and modify the layout (definition of the top/bottom/left/right margins) by clicking on the icon **Layout** in the toolbar.
3. Click on the icon **Print** .

# To save or open selections files

This function enables you to save ready-to-print selections files, that you can open and print later.

## To save a selections file

Once you have selected the linguistic and pedagogical content you wish to print, you can save it to print later using **Tutor Tools**.

1. Click on **Save the selections file** .
2. Enter a name for the file (which will have the extension **.aps**) and click on **Save**.

## To open a selections file

***Note:***
*Selections files only contain the selections to be printed and not the linguistic and pedagogical content itself. For another Tutor to read the file, they need to have access to the content of the lesson(s) selected in the selections file (i.e. the lessons copied onto their hard disk, or accessible through the network or on CD-ROM).*

1. Click on the icon **Open a selections file** .
2. Select the file you wish and click on **Open**.
   The selections will be displayed: you can then print them.

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# To modify, move or remove a selection

## Modify a selection

1. Select the line corresponding to the selection you wish to modify in the **Selections to print** field.
2. Carry out the modifications. To know more about this, consult the **To add a selection**.

## Move a selection

1. Select the line corresponding to the selection you wish to move in the **Selections to print** field.
2. Click on the icon **Move the selection up** , if you wish to move the selection closer to the beginning of the document to be printed, or click on the icon **Move the selection down** , if you wish to move the selection towards the end of the document to be printed.

## Remove a selection

1. Select the line corresponding to the selection you wish to remove in the **Selections to print** field.
2. Click on **Remove the selection** .

# Important information concerning printing of documents

## Dialogue printout: question transition

The transition between different questions in the dialogue illustrates the interactive nature of the activity as the answer chosen by the student dictates the following question.
The number on the left of the printout corresponds to the dialogue question number.
The numbers on the right correspond to the question which will follow if the student gives that particular answer.

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# Appendix

## Description of student options for using TELL ME MORE®

The table below provides details of each option.

| Parameter | Explanation | Choice of values |
|---|---|---|
| **Student Tracking Manager** | | |
| **Number of days detailed tracking is kept** | Number of days for which the detailed tracking of a student (local or online) is kept. | 1 to 40 (10 = default) |
| **Audio Recordings Tracking Manager (local only)** | | |
| **Backup recordings** | Saves local student audio recordings made for the **Pronunciation** and **Dialogue** activities. | Yes/No (default) |
| **Compress recordings** | Compresses local student audio recordings (to the detriment of the sound quality). | Yes/No (default) |
| **Maximum number of saved dialogues** | Maximum number of Dialogue activity audio recordings that are saved (local students). | 1 to 5 (2 = default) |
| **Maximum number of saved Sentence Pronunciation exercises** | Maximum number of Sentence Pronunciation audio recordings that are saved (local students). | 1 to 50 (10 = default) |
| **Maximum number of saved Word Pronunciation exercises** | Maximum number of Word Pronunciation audio recordings that are saved (local students). | 1 to 50 (10 = default) |
| **Maximum number of recordings for each dialogue/sentence/word** | Maximum number of audio recordings of attempts made per dialogue/sentence/word which are saved. Only those achieving the best scores are saved (local students). | 1 (default) to 3 |
| **Learning Mode Manager** | | |
| **Enable choice of Learning Mode** | Gives student choice of Learning Mode in **TELL ME MORE®**. | Yes (default)/No |
| **Learning Mode when TELL ME MORE starts** | Mode in which **TELL ME MORE®** begins when opened by student. | Free-to-Roam, Guided (default) |
| **Enable access to the Free-to-Roam Mode in TELL ME MORE** | Gives student access to the Free-to-Roam Mode in **TELL ME MORE®**. | Yes (default)/No |
| **Enable access to the Guided Mode in TELL ME MORE** | Gives student access to the Guided Mode in **TELL ME MORE®**. | Yes (default)/No |
| **Options related to the activities in free-to-roam mode** | | |
| **Activate timer** | Activates the timer. | Yes/No (default) |
| **Timer duration** | Timer speed. | Very fast, Fast, Average (default), Slow, Very slow |
| **Activate speech recognition** | Activates speech recognition for those exercises in which it is used. | Yes (default)/No |
| **Speech recognition difficulty level** | Difficulty level of activities with speech recognition; if you choose, for example, the value 4 and your score is below this, **TELL ME MORE®** will not accept your answer. | 1/7 to 7/7 (3/7 = default) |
| **Text translations** | Allows translations of texts to be viewed for the following activities: Dialogue, Video and Questions, Grammar Explanations and Cultural Texts. | Yes/No (default) |
| **Translation of words** | Allows viewing of word translations for the **Find out more about a word** function. | Yes (default)/No |
| **Activate exercise links** | Activates access to exercises for the Dialogue and Video and Questions | Yes (default)/No |

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| | | |
|---|---|---|
| | activities. | |
| **Activate Sentence Pronunciation links** | Activates access to Sentence Pronunciation from the Dialogue activity. | Yes (default)/No |
| **Activate Word Pronunciation links** | Activates access to Word Pronunciation from the activities using the **Find out more about a word** function. | Yes (default)/No |
| **Dialogue: mode** | Choice of mode for the **Dialogue** activity. | Comprehension/Expression (default) |
| **Comprehension dialogue: number of wrong answers** | Number of incorrect answers displayed in the **Comprehension dialogue**. | 1 to 3 (2 = default) |
| **Picture/Word Association: display words** | Display the various possible answers in this activity. | Yes (default)/No |
| **Picture/Word Association: number of incorrect answers** | Number of incorrect answers displayed. | 1 to 3 (2 = default) |
| **Crossword Puzzles: grid size** | Number of boxes constituting grid size. | 5 to 11 (8 = default) |
| **Crossword Puzzles: type of clue** | Type of clue provided by **TELL ME MORE®** to assist student in completing the grid. | Listen to the words/Translation of words (default) |
| **Word Searches: grid size** | Number of boxes constituting grid size. | 10 to 15 (12 = default) |
| **Word Searches: type of clue** | Type of clue provided by **TELL ME MORE®** to assist student in finding the words. | Listen to the words (default)/Display words |
| **Video: display subtitles** | Displays video subtitles. | Yes (default)/No |
| **Dictation** | Increases level of difficulty of dictation by taking into account punctuation in student responses. | Difficult/Easy (default) |
| **Options linked to the Guided Mode** | | |
| **Enable access to all Paths** | Enables the student to have access to all standard Learning Paths (and Educational Paths, if they have been copied). If not activated, the student only has access to Paths sent by Tutors. | Yes (default)/No |
| **TELL ME MORE Pedagogical Options** | | |
| **Access to the grammar explanations** | Access to Grammar Explanations. | Yes (default)/No |
| **Grammar explanations display mode** | Type of display of Grammar Explanations in **TELL ME MORE®**. | Illustrations followed by text (default)/<br>Text followed by illustrations/<br>Text only (default) |
| **Conjugation Tool access** | Access to Conjugation Tool. | Yes (default)/No |
| **Glossary access** | Access to Glossary. | Yes (default)/No |
| **TELL ME MORE General Options** | | |
| **Activate automatic Help** | Automatic activation of the animated Help function in **TELL ME MORE®**. | Yes (default)/No |
| **Voice display mode** | Type of display for voice analysis in Pronunciation activities. | - Display waveform<br>- Display pitch curve<br>- Display waveform and pitch curve (default) |
| **Activate beep before student answer** | Activates beep to signal when to speak in speech recognition activities. | Yes (default)/No |
| **Activate background music** | Activates background music in **TELL ME MORE®**. | Yes (default)/No |
| **Activate right/wrong answer sound** | Activates sounds to indicate successful or unsuccessful completion of an exercise. | Yes (default)/No |
| **Activate sound effects** | Activates sound effects in activities in **TELL ME MORE®**. | Yes (default)/No |

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# Print Options

## Description of print options

| OPTIONS | Descriptions |
|---|---|
| **General Options** | |
| **Print the solutions** | Prints the activities with solutions. By default, this option is activated for all activities. |
| **Print the translations** | Prints the translation of texts for the Dialogue, Grammar Explanations, Glossary, Video and Questions and Cultural Texts activities. |
| **Translation language** | The language the translation will be printed in. |
| **Print the grammar links** | Prints the titles of the grammar points corresponding to the activity in the Tutor Tools interface language. |
| **Specific Options** | |
| **Also print MCQ** | Prints the multiple-choice questions for the **Video and Questions** activity, in addition to the text of the video. |
| **Comprehension Expression** | Prints the **Dialogue** in Comprehension or Expression mode. |
| **Only the Key Grammar Explanations** | Prints only the key grammar explanations of the lesson selected in the **Grammar Explanations** activity. |
| **Only the Keywords** | Prints only the keywords of the lesson selected in the **Glossary** activity. |
| **Print the corresponding Riddles** | Prints the Riddles corresponding to the Cultural Texts selected in the **Cultural Texts** activity. |
| **Category** | Prints texts relating to only one or more specific themes in the **Cultural Texts** activity. |
| **Print the clues** | Prints the clues for the **Riddles** activity. |

## Print options by activity

| Activity | Options |
|---|---|
| **Word Association** | Print the solutions |
| **Picture/Word Association** | Print the solutions |
| **Grammar Practice** | Print the solutions<br>Print the grammar links |
| **Text Transformation** | Print the solutions<br>Print the grammar links |
| **Dialogue** | Print the solutions<br>Print the translations + choose translation language<br>Specific Options:<br>Comprehension/Expression |
| **Dictation** | Print the solutions<br>Print the grammar links |
| **Sentence Practice** | Print the solutions<br>Print the grammar links |
| **Grammar Explanations** | Print the translations + choose translation language<br>Specific Options:<br>Only the key explanations |
| **Glossary** | Print the translations + choose translation language<br>Specific Options:<br>Only the keywords |
| **The Right Word** | Print the solutions<br>Print the grammar links |

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| | | |
|---|---|---|
| **Mystery Phrase** | Print the solutions | |
| **Words and Functions** | Print the solutions | |
| **Words and Topics** | Print the solutions | |
| **Word Order** | Print the solutions<br>Print the grammar links | |
| **Written Expression** | Print the solutions | |
| **Fill-in-the-Blanks** | Print the solutions<br>Print the grammar links | |
| **Video**<br>**Video and Questions** | **Content type = Activity:**<br>Print the solutions<br>Print the translations + choose translation language<br>Specific Options:<br>Also print multiple-choice questions | **Content type = Lesson:**<br><br>Print the translations + choose translation language |
| **Video MCQ** | Print the solutions | |
| **Riddles** | Print the solutions<br>Specific Options:<br>Print the clues (ticked systematically if Print the solutions is ticked) | |
| **Cultural Texts** | Print the translations + choose translation language<br>Specific Options:<br>Print the corresponding Riddles<br>Print the clues (ticked systematically if Print the solutions is ticked)<br>Category | |
| **Patchworks** | Print the solutions | |

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# System Notifications

| Filter visible in Tutor Tools | System notifications sent to Tutor | Description |
|---|---|---|
| **Allocation of student(s)** | Allocation of new student: [student name] ([student language]). Training from [training start date] to [training end date] | Notification that a new student has been assigned to the Tutor for tutoring. |
| **Follow-up message to define his/her objectives** | Follow-up message to define learning objectives sent to [student name] | Notification that a follow-up message encouraging him/her to define his/her learning objectives has been sent to a student. |
| **Work follow-up message** | Work follow-up message sent to [student name] | Notification that a work follow-up message has been sent to a student, as s/he has not worked for a certain period of time. |
| **Placement Tests** | [student name] has taken the Placement Test and has received the [name of Learning Path] Learning Path | Notification that student X received Learning Path Y after defining his/her learning objectives and after sitting the Placement Test. |
| **Definition of learning objectives** | [student name] has defined his/her learning objectives and has received the [name of Learning Path] Learning Path | Notification that student X received Learning Path Y after defining his/her learning objectives. |
| **Start of training suspension** | [student name]'s training suspension starts [date] | Notification of the suspension of a student's training. |
| **End of training suspension** | [student name]'s training suspension ends [date] | Notification that a student has restarted his/her training. |
| **Detailed Reports not generated** | Detailed Report not generated from [date] to [student name] | Notification that a student's Detailed Report for a given period could not be created because s/he had not worked or because s/he did not send in his/her TELL ME MORE tracking. |
| **Manual deactivation of training schedule** | Manual deactivation of [student name]'s training schedule ([student language]) | Notification of the manual deactivation of a student's learning project (or training schedule). |
| **Automatic deactivation of training schedule** | Automatic deactivation of [student name]'s training schedule (training in [student language] completed) | Notification of the automatic deactivation of a student's learning project (or training schedule) as the training is completed. |
| **Creation of student account or manual reactivation of training schedule** | Creation of student account or manual reactivation of student name]'s training schedule ([student language]) | Notification of the creation of a student account or of the manual reactivation of a student's training schedule. |
| **Deletion of student accounts** | Deletion of [student name]'s account | Notification of the removal of a student's account. |
| **x** | Deactivation of your Tutor account | Notification informing the Tutor of the deactivation of his/her Tutor account. |
| **x** | Impossible to send a message as your workgroup is deactivated | Alert if the distant Tutor sends a message and the workgroup to which s/he belongs is deactivated in the Admin Tools database. |
| **x** | Impossible to send a message as your Tutor account has been deactivated | Alert if the distant Tutor sends a message and his/her Tutor account is deactivated in the Admin Tools database. |
| **x** | Impossible to send a message as your | Alert if the distant Tutor sends a |

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| | | |
|---|---|---|
| | Tutor account could not be identified | message and his/her Tutor account is not found in the Admin Tools database. |
| x | Impossible to send a message to [student name] as s/he belongs to a deactivated work group | Alert if the distant Tutor sends a message to a student belonging to a deactivated work group. |
| x | Impossible to send a message to a student whose account has been deactivated | Alert if the distant Tutor sends a message to a student whose account cannot be found in the Admin Tools database. |
| x | Impossible to send [student name] a message as the learning project has been deactivated | Alert if the distant Tutor sends a message to a student whose learning project is deactivated. |

**x** Means that no filter is available in Tutor Tools for the corresponding message.

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## Different functions available for local, client/server and distant Tutors

| FOLDER/FUNCTION | FUNCTION(S) | LOCAL TUTOR/ CLIENT/SERVER TUTOR | DISTANT TUTOR |
|---|---|---|---|
| **Tutor** | Possibility of working from several workstations on a local network. | Yes | No |
| **Tutor** | Possible for several Tutors to work from the same workstation. | Yes | Yes |
| **Tutor/File** | Possibility of modifying the type of lesson access (CD-ROM or hard drive) | No | Yes |
| **Tutor/File/Options** | Possibility of modifying the connection parameters | No | Yes |
| **Tutor/Inbox** | Receipt of periodic Detailed Reports (planned in **Admin Tools**). | Yes | Yes |
| **Tutor/Inbox** | Receipt of student's Placement Test results. | Yes | Yes |
| **Tutor/Inbox** | Transfer a question from a student to another Tutor. | Yes, only to a local Tutor | No |
| **Tutor/Send a message** | Access to the function. | Yes | No.<br>Yes, from the point at which the student has already sent him/her a message. |
| **Tutor/Mailbox history** | Access to the function. | Yes | Yes |
| **Student** | Access to the button **Access student account**. | Yes | No<br>Yes, but not before the student has sent him/her a message. |
| **Student/Student file** | View the lesson languages in the Information tab. | Yes | No |
| **Student/Student file** | Access the **Paths** tab. | Yes, if the student is local. | No |
| **Student/Student file** | View a Learning Path on a student workstation. | Yes, if the student is local. | No |
| **Student/Student file** | Add or remove a Learning Path in one or more student folders. | Yes, if the student is local. | No |
| **Student/Student file** | Access the **Schedules** tab. | Yes | Yes, but read-only status. |
| **Student/Student tracking**<br><br>**Student/Reply to student** | Access to the function.<br><br>Access to the button **Access detailed tracking** (eye). | Yes | Yes.<br>For the Tutor to have access to the events, the lessons corresponding to the student's level must be installed on his/her workstation or accessible by CD-ROM. |
| **Student/Audio recordings** | Access to the function. | Yes, if the student is local. | No |
| **Student/History** | Access to the mailbox history. | Yes | Yes |
| | Access to the study sessions history. | Yes | Yes |
| | Access to the Detailed Report history. | Yes | Yes |

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| | | | |
|---|---|---|---|
| | Access to the Placement Tests results history. | Yes | Yes |
| **Tools/Standard message management** | Access to the function. | Yes, if this has been configured in **Admin Tools**. For all interface and lesson languages. | Yes, but for his/her use only. |
| **Tools/ Standard message management** | Possibility of adding or modifying a standard message. | Yes.<br>When the Tutor modifies a message (its content or title), the modification is made on the server and therefore affects the standard messages of other Tutors on the network. | Yes.<br>When the distant Tutor creates or modifies a message (its content or title), the modifications only affect his/her standard messages and not those of the other Tutors. |
| **Tools/ Standard message management** | Possibility of importing or exporting standard messages. | Yes | Yes |
| **Tools/Learning Paths** | Transfer a Learning Path into one or more student folders. | Yes, if the student is local. | No. |
| **Tools/Learning Paths** | Create a new Learning Path (button **Create a learning path**). Open a Learning Path that already exists (button **Open a learning path**). | Yes, only in the language(s) taught by the Tutor. | Yes, in all the available lesson languages. The lessons corresponding to the student level must be installed on the Tutor's workstation or be accessible via CD-ROM. |
| **Tools/Option management** | Access to the function and possibility of creating an options file. | Yes | Yes |
| **Tools/Option management** | Transfer of an options file into one or more student folders. | Yes, if the student is local. | No, but the options file can be sent as an element attached to a message. |
| **Tools/Option management** | Direct updating of a student's options (button **Update the options file**). | Yes, if the student is local. | No, but the options file can be sent as an element attached to a message. |
| **Tools/Student tracking** | Access to the function. | Yes | Yes |
| **Tools/Content printout** | Access to the function. | Yes, only in the language(s) taught by the Tutor. | Yes.<br>To print the lesson content, the lessons must be installed on the Tutor workstation or accessible via CD-ROM. |

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# TECHNICAL SUPPORT

If you have difficulty using Tutor Tools, contact your supplier or Auralog's technical support team, who will help you find a solution.

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